



Information Operations Directorate
(CSTE-DTC-WS-IO)
White Sands Missile Range, NM 88002

USER MANUAL

For the Electronic Signature Management Information System (ESMIS)



This document has been reviewed and is approved for publication.

A black and white photograph of a handwritten signature, which appears to be "Steve Brown", written over a grid of diagonal lines.

Director, IOD
White Sands Missile Range 88002

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1.0 ESMIS OVERVIEW.

The Electronic Signature Management Information System (ESMIS) program is White Sands Missile Range's response to the new generation e-signature/e-commerce/e-business electronic "**Signature**" software technology. It mandates the "Paper Reduction Act of 1995" by 104th Congress, and the Electronic Signature Commerce Act" signed by President Clinton, 30 June 2000, and adds value to the DOD PKI program. Under the Commerce Act, electronic signatures and contracts gain the same legal validity and enforceability as signatures and contracts that are in non-electronic form. The law is intended to encourage and safeguard business conducted online. As a consolidated idea and effort by Carl A. Saenz, WSMR employee, it has been a positive start to electronic digital signature reality for the future.

The integrated ESMIS package expands its capabilities to include the AMEDD front engine, FormFlow Filler, Microsoft Office, and Adobe Acrobat software. ESMIS is a practical yet flexible tool for processing electronic documents. The program is an impressive asset, yielding tangible and in-tangible benefits. The ESMIS program is state-of-the-art e-commerce/e-business/e-signature technology at White Sands Missile Range. The program is further designed to migrate to the DOD PKI infrastructure FY02.

ESMIS incorporates the best of the following software modules:

Module 1 – Utilizes the Silanis Technologies powerful electronic signature software ApproveIt. ApproveIt supports the Federal Information Processing Standard Publication (FIPS) standards FIPS 1801, 186, and X.509 v.3 architecture for encrypted and digitized electronic signature engineering design. Best described as a one-pen concept, users can sign and process their secure electronic signatures within various applications. ApproveIt version 5.22 introduces the DOD PKI /PKE certified application.

Module 2 – Utilizes the US Army Medical Department Electronic Forms Support System (AEFSS) 4.6 front engine that is Patent pending. The engine embraces Adobe FormFlow 2.23.2 classic Filler 16 Bit program and current U.S. Army Publications Agency (USAPA) electronic forms designed in Washington, DC. The AMEDD system has generated the opportunity for WSMR to design or re-design local forms with electronic signature interface using the ApproveIt application.

Module 3 – Utilizes the Adobe Acrobat Write/Distiller/Reader 4.0 or higher. While using the ApproveIt plug-in inside Adobe, customers can convert their signed documents in Word, Excel, AMEDD, and FormFlow, to a Portable Document File (PDF) with visible signatures embedded into the document for electronic transmission, and archive the file for future reference with signatures. Documents can be processed with verification of signature integrity after conversion. Printed output displays visible signature element.

ESMIS will enable its users to speed processes, reduce cost of operations, and secure government information. A Government employee can digitally apply their electronic signature on various resources such as Microsoft Word, Microsoft Excel, Microsoft Access Output files, mail with Exchange/Outlook, and Adobe Acrobat Writer/Distiller. Physical signatures can be printed on demand with visible sharpness via laser printer. ESMIS will further utilize the DOD PKI infrastructure of moving e-mail secured with public key and private key technology. Common Access Cards (CAC), DOD Certificates, and Smart Card Readers will be utilized in this effort moving electronic business paper processing into the 21st Century.

CARL A. SAENZ
Senior Information Systems Manager, IO-MP



2-0. APPROVEIT 5.22 SIGNATURE MODULE.

2-1. What is ApproveIt?

ApproveIt is signature software designed by Silanis Technologies, St Laurent, Quebec. It is state-of-the-art technology in providing physical electronic signature capabilities within forms or documents. ApproveIt 5.22 replaces ApproveIt 5.0 previously used within the ESMIS program. ApproveIt has been deployed, and implemented at White Sands Missile Range for almost two years. On Nov 2001, the Joint Interoperability Test Command (JITC) certified ApproveIt as DOD PKI enabled. It meets the Federal Information Processing Standard Publication (FIPS) standards FIPS 1801, 186, and X.509 v.3 architecture for encrypted and digitized electronic signature technology. It was adopted for White Sands use because of its powerful security capabilities, flexibility within other applications, and its capability to generate a visible electronic signature on a form or document.

If used with MS Office, ApproveIt is an electronic signature approval system allowing you to digitally sign letters and documents directly on your computer.

It is an off-the-shelf software product that can be used with surprising success throughout an establishment. Employees can sign a document across a network of various geographical locations within an agency, corporation, or Government entity. The user-friendly solution ensures electronic signatures are inseparable from the approved document. Thus, the document content and signature validity is protected. With that in mind, secure routing of approved documents can take place.

A unique signature can be applied to each individual document using either a digitizing device (such as a pen-based signature pad), or a signature image, previously created and securely saved in an encrypted signature file. This latter option is found to be very convenient to use and also reduces agency or corporate hardware costs by eliminating the need to purchase multiple digitizing devices for each signer as the signature file can be used repeatedly for all documents awaiting specific approval.

ApproveIt for Office is easy to use, has a very user-friendly interface, and works within the familiar environments of Microsoft Word, Microsoft Excel, and Adobe Acrobat Writer/Distiller. The design of the application greatly reduces the learning time needed for effortless use. It is the desire of the designer of the ESMIS manual to expand customer awareness in helping pioneer the electronic signature technology methodology.

This module will discuss how to use ApproveIt 5.22 within MS Office suite, AMEDD, and Adobe Writer/Distiller. Silanis Technology has incorporated plug-ins into ApproveIt providing signature interface with the products just mentioned in the previous sentence. The plug-in activates the signature program inside those applications.

ApproveIt software has its own license, and is registered. Interlink Electronics or any other state-of-the-art device can capture employee signatures on an electronic E-Pad. Employees are provided the option to create their own password. It is not generated at random or by a computer. If you forget your password, you need to re-process your signature element by going back to the help-desk, Building 1512, Room 119A, (678-4220). Help desk personnel are tasked to assist with this process.

The ApproveIt software can be utilized with the AMEDD Electronic Forms Support front-end engine. ESMIS System Administrators can install the product along with AMEDD. ApproveIt has become White Sands Missile Ranges first certified electronic signature application for post-wide use. It has the capabilities to generate multiple signatures with ease.

The point of using ApproveIt software is to maximize your daily paperwork processing efforts to a more efficient and effective manner. It has the ability to move forms or correspondence at the speed of a computer with electronic signatures, saving time, and physical man-hour time in routing the correspondence manually. Included in the savings, is the reduced cost of vehicle gas consumption to delivery a document, maintenance associated with vehicle, and cost utilized with over-night mailing services like UPS. ApproveIt further includes security measures cautioning tampering of document or form contents. Furthermore, signatures are validated as to the owner. Examples will be provided in further paragraphs.

Security within ApproveIt:

- ✓ Unique Signature for each employee.
- ✓ Modifications to document detected by ApproveIt.
- ✓ End user validation through ApproveIt's password protection.
- ✓ Optional print password to prevent other users from printing a document.
- ✓ Customized security level specifications in the configuration that provide complete control over the documents.
- ✓ Encrypted copy protection, which makes it impossible to copy or cut and paste signatures into other documents.
- ✓ An audit trail, which provides signature information regarding the routing of documents.

Flexibility and overall efficiency by:

- ✓ Automatically updating the signer's name, the time stamp, and all other relevant information without altering the original content of the document.
- ✓ Integrating sectional signing procedures.

- ✓ Integrating itself within any type of document management, workflow, Email, Internet/intranet system and application.
- ✓ Managing batch approvals and authentication procedures.
- ✓ Managing multiple approval processes.
- ✓ Interfacing with DOD PKI

Minimum system requirements for installing ApproveIt for Office:

- ✓ Pentium 133 processor
- ✓ 11 MB of free disk space
- ✓ 32 MB of RAM

Minimum Software requirements for installing ApproveIt for Office 97:

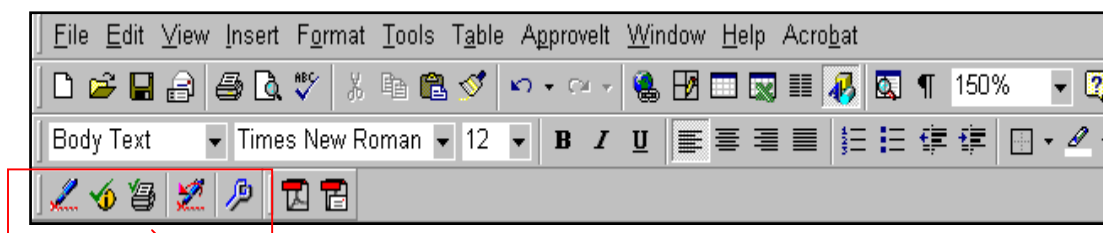
- ✓ Microsoft Office 97
- ✓ Microsoft Windows 95, 98, NT 3.51 (Service Pack 5.0) or NT 4.0 (Service Pack 2)

Minimum Software requirements for installing ApproveIt for Office 2000:

- ✓ Microsoft Office 2000
- ✓ Microsoft Windows 95, 98, 2000, or NT 3.51 (Service Pack 5.0) or NT 4.0 (Service Pack 2)

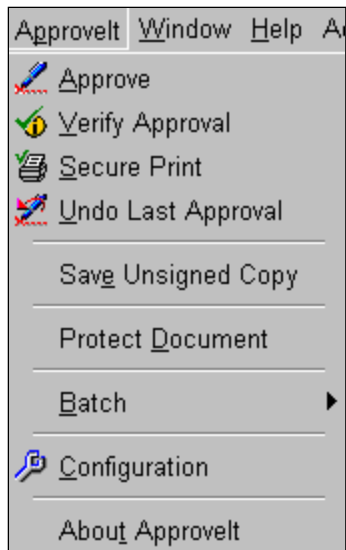
2-2. Using the ApproveIt 5.22 Plug-In Module with MS Word (Office 2000).

When MS Word is launched, the following is displayed:



ApproveIt Command Buttons will be displayed in the menu area. Inside the tool bar area will be Icons with commands for ApproveIt . The ApproveIt icon can be moved anywhere on your screen. Use either one to process the signature. If you do not see the Icons on your tool bar, go to View. Under toolbars select ApproveIt. It will then place it on your screen.

Note: Insure your system administrator has established your signature (.CPS) file in the configuration area of Signature Input tab before you try to sign a document. If it is not done, you will not be able to sign your electronic signature.

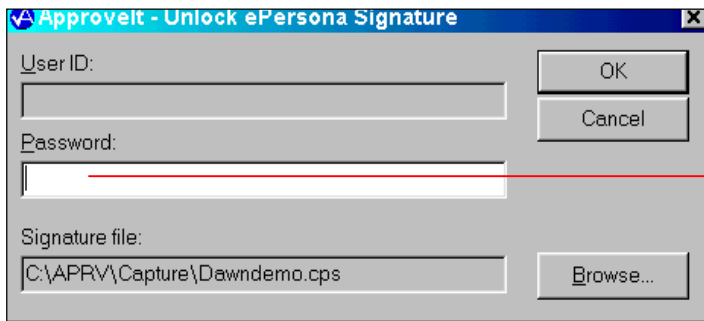


ApproveIt 5.22 Tool Bar

ApproveIt 5.22 drop down commands from Menu bar

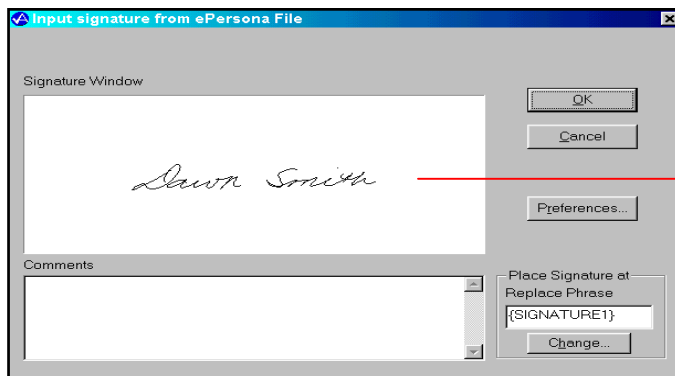
2-3. How Do I Sign a Document?

Once your document is ready for signing, go to the “**ApproveIt**” command. Click on **Approve**. The command when activated, will motion you to the final stages of signing a document. This is where your password is requested. You will then enter your password in lower case. Make sure your cap lock is not on. In the example below, the signature file is located on the c: drive. At WSMR, It will be located at **Y:\Aprv\Capture** or it can be placed in the **C:\Aprv\Capture**.



Password is required (up to 8 alpha/numeric characters)
DO NOT FORGET!!!!

Example of Signautre on Screen when correct password is provided:



You will see your true signature from the captured file. Replacement Phrase will be {SIGNATURE1}.

2-4. What Phrase Do I Use in Sign Documents?

In order to use ApproveIt inside Word, you have to set up a command ApproveIt will understand in order to insert the signature in the right location. A default has already been set for the program to work. You must use the right and left delimiters, { } for this to work. **Do not use brackets []**. The replacement phrase is **SIGNATURE**, and must be in capital letters.

When using ESMIS, the phrase to be incorporated is:

{SIGNATURE1} ---- if only one signature is required.

{SIGNATURE2} ---- if second signature is required within the document.

{SIGNATURE3} ----- if third signature is required within the document.

An Example of one signature in a word document would be:

Note: If you wish to add a date anywhere in the document along with the signature, use the replacement phrase {DATE1}, {DATE2}, {DATE3}, etc. by each associated signature. When they sign, both date and signature drop in automatically.

{SIGNATURE1}
MARIO M. CORREA
Director, IO **{DATE1}**

An Example of two signatures in a word document would be:

{SIGNATURE1}
MARIO M. CORREA
Director, IO **{DATE1}**

{SIGNATURE2}
PABLO PADILLA
Deputy Director, IO **{DATE2}**

An Example of three signatures in a word document would be:

{SIGNATURE1}
MARIO M. CORREA
Director, IO **{DATE1}**

{SIGNATURE2}
PABLO PADILLA
Deputy Director, IO **{DATE2}**

{SIGNATURE3}
SHARON A. REESE
Chief, IO-M {DATE3}

You can use as many signatures as you require, just make sure you have a number after “SIGNATURE “ Signatures are normally done in sequence. Make sure you spell “SIGNATURE1” correctly. If you mis-spell phrase words, ApproveIt will not position or open the phrase correctly.

2-5. Incorporating A Signature Template in Word.

It is recommended that you create a signature template in word. You can insert your signature information upon demand instead of re-typing your signature phrase each time. It is very easy, just open a blank document in word, type in the far left corner or in the center of the page, {SIGNATURE1}, followed by your Full name in Capital letters, followed by your Title.

Example Left:
{SIGNATURE1}
JOHN W. SMITH
Engineer
Chief, NRO

Example Center:
{SIGNATURE1}
JOHN W. SMITH
Engineer
Chief, NRO

When you are finished with your Word document input, to drop in your signature phrase template into a document, click on **Insert** at the top of the tool bar. Click on **File**, use the browse button to find your signature template file, and click on **Insert**. You can make any many variations of templates as needed for your unit. This effort will help minimize typing errors in your replacement phrase, name, tile, date, etc.etc.

2-6. Signature Plate and Contents.

Once you sign a document in Word, using ApproveIt 5.22, you will see a **gray seal** dialog box in the signature area noting who signed the document and the date. The new ApproveIt has an enhanced **engraved signature** in the gray seal box. It will appear as the following:



If you change your mind after signing, click on ApproveIt, “Undo Last Approval”

The signature seal is placed on a every document showing that it has been signed with ApproveIt 5.22 signature software. It will appear on your screen without the actual signature. If you wish to view the signatures, click on ApproveIt, “Verify Approval”. The report will inform you the date and time it was signed, by whom, the persons full name, their signature (not shown here) and if they have an ApproveIt license to do so.

Icons inside the signed signature template.

Display Field Icons



This icon indicates that the document is valid and has not been modified since it was last approved. Acceptable



This icon indicates that the document has been modified and is therefore invalid. Do Not Accept.

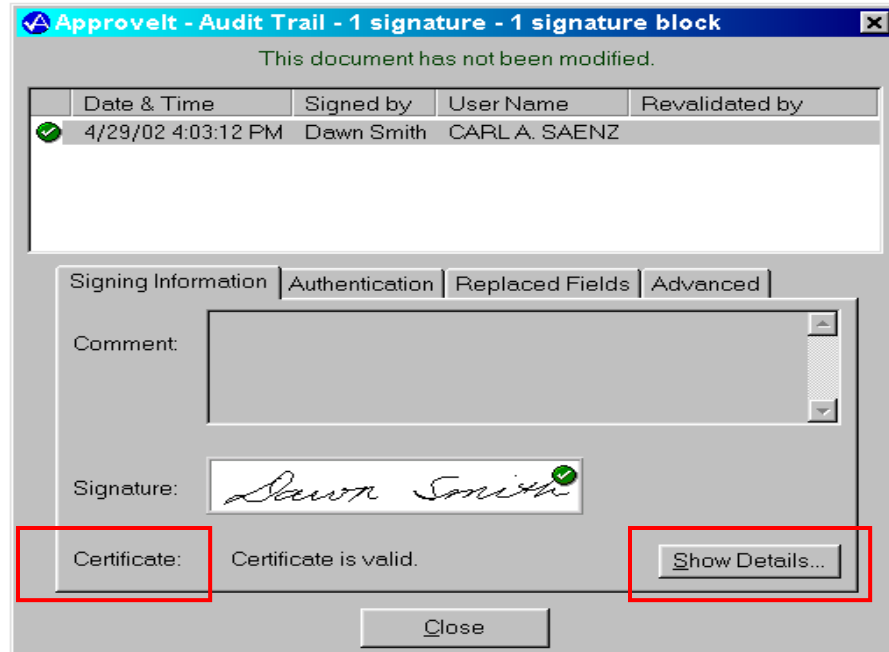


This icon indicates that the authentication procedure has not yet been established. This icon's status then changes to either valid or invalid once the document is authenticated, but, returns to an unknown status when the authentication procedure is completed. Validate with ApproveIt.



This icon indicates that the document has not been modified, but has been re-validated by another signer. Indicates additional signatures added to the document. Acceptable.

If you click on the displayed icon within the signature template, the Audit Trail dialog box will open providing information about the signature history.




ApproveIt - Audit Trail - 1 signature - 1 signature block

This document has not been modified.

	Date & Time	Signed by	User Name	Revalidated by
✓	4/29/02 4:03:12 PM	Dawn Smith	CARLA A. SAENZ	

Signing Information | Authentication | Replaced Fields | Advanced

Comment:

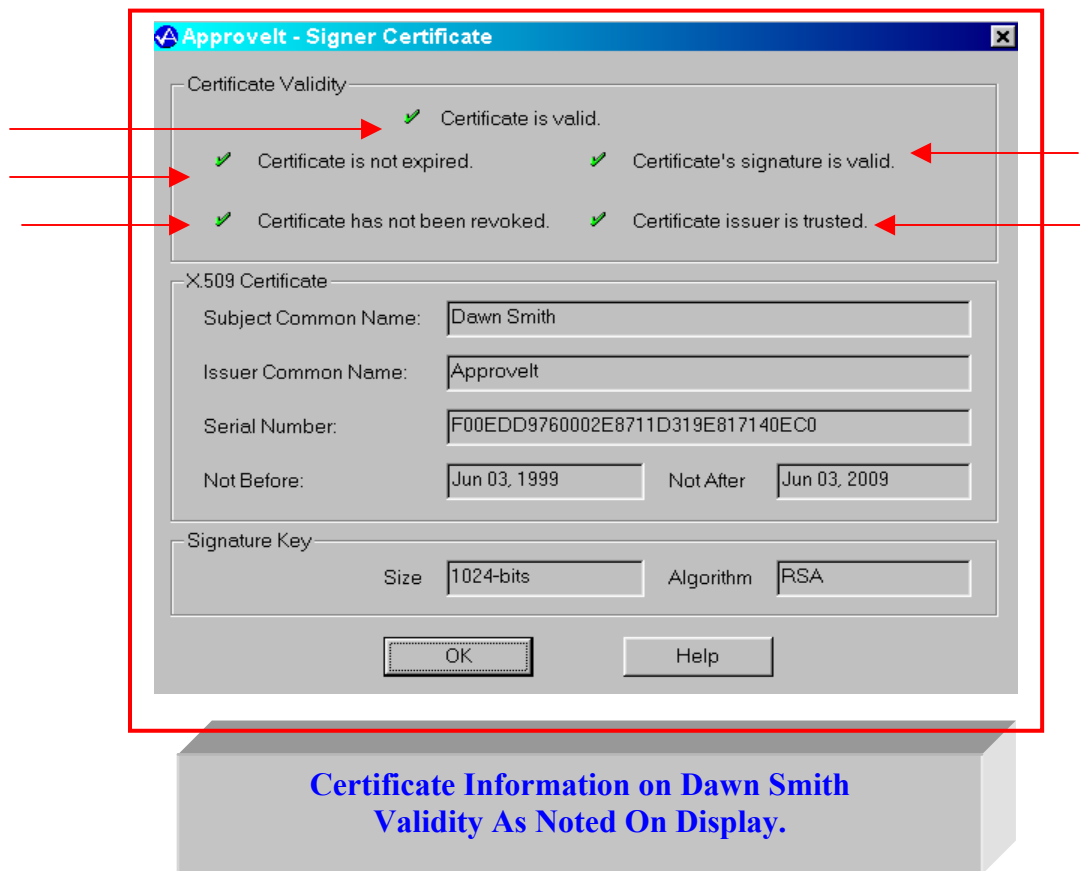
Signature: 

Certificate: Certificate is valid. [Show Details...](#)

Close

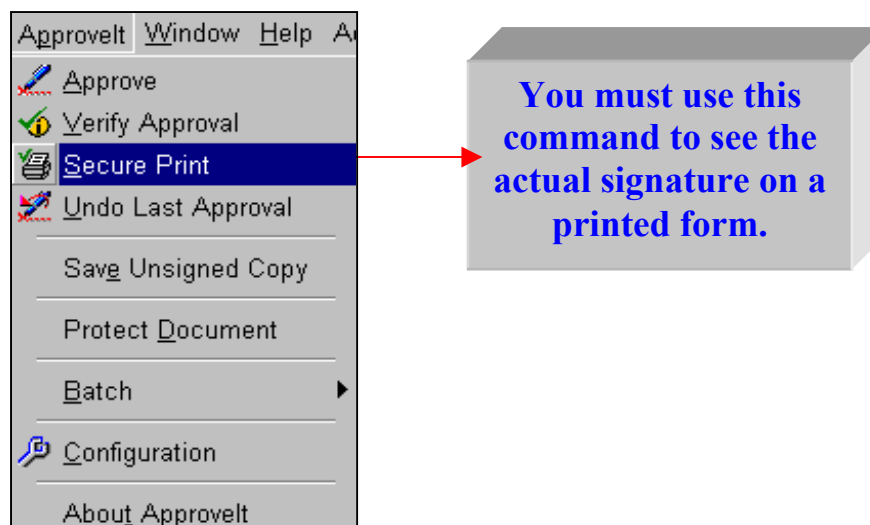
Dialog box will inform you if the document has been modified. You will see a clear view of the actual signature. DOD PKI Certificate valid in example below. In the future, using the CAC, if valid, PKI information will be supplied identifying the individual who he or she really is.

Example of a ApproveIt Signer Certificate for Dawn Smith:



2-7. How Do I See My Actual Signature on a Printed Form?

To view the actual signature on paper, use the [ApproveIt print command only](#). You can also print in HTML . Select [Secure Print](#) if you wish to print on demand.



Important: DO NOT USE THE FILE, MS DOS PRINT COMMAND to print an ApproveIt signed document. This action will only print the gray seal, and not the actual signature. When you print a document in ApproveIt, the seal is not shown on the hard copy. You will see the actual signautre. Try this procedure to see the your true siganture printout. Without ApproveIt, you can not validate the ApproveIt seal.

2-8. Can I See Actual Signatures on the Screen?

If you wish to see the true or actual signature in the seal box, you can go to “[Verify Approval](#)” in the ApproveIt tool bar. If more than one signature is placed on a document, you can view them by clicking on next. In the signature report you will see the true owner of the signature and when he or she signed the document. If the signee wishes, he or she, can add comments in the comment block providing additional information why they signed. Hit **OK**.

Below is an example of three signatures seals. When you sign all three, you will see three blocks on your screen. Below on the right, you will see a seal for each.

{SIGNATURE1}
DAWN SMITH



{SIGNATURE2}
JOHN HANCOCK



{SIGNATURE3}
CARL SAENZ



To view each one on your monitor, go to the “[Verify Approval](#)” command in the ApproveIt Menu. If there are multiple signatures involved, you can click on the button to the right of the dialog box that will move you to the next signature element.

Each individual will have their own report information, including their signautre or DOD certificate for viewing to validate with their seal. The dialog box will show the true owner of the signature, and a history statement ApproveIt licensed to them.

Example of three signatures on a report. The first one is Dawn Smith. If you click on the next signature element you will see the information on John Hancock, followed by Carl Saenz, who does not have a certificate available at this time.

Audit Trail for Dawn Smith with Valid Certified.

Date & Time	Signed by	User Name	Revalidated by
4/29/02 4:36:12 PM	Dawn Smith	CARLA. SAENZ	CARLA. SAENZ
4/29/02 4:36:40 PM	John Hancock	CARLA. SAENZ	CARLA. SAENZ
4/29/02 4:43:59 PM	CARLA. SAENZ	CARLA. SAENZ	CARLA. SAENZ

Signing Information | Authentication | Replaced Fields | Advanced

Comment:

Signature: *Dawn Smith*

Certificate: Certificate is valid. [Show Details...](#)

[Close](#)

Notice that the “User Name” is different from the “Signed by” name. This is true because individual signed it on the user’s desktop instead of the Signed by. If both signatures are the same, document was signed at Users desktop. In the near future, you will be able to click on Certificate, and view the DOD information on the individual that signed the document. You would click on “Show Details”

Audit Trail for Joh Hancock with Valid Certificate.

Date & Time	Signed by	User Name	Revalidated by
4/29/02 4:36:12 PM	Dawn Smith	CARLA. SAENZ	CARLA. SAENZ
4/29/02 4:36:40 PM	John Hancock	CARLA. SAENZ	CARLA. SAENZ
4/29/02 4:43:59 PM	CARLA. SAENZ	CARLA. SAENZ	CARLA. SAENZ

Signing Information | Authentication | Replaced Fields | Advanced

Comment:

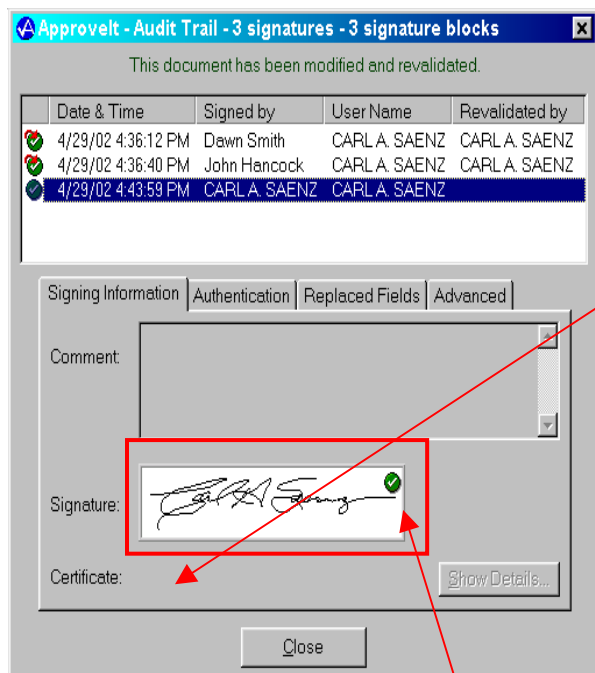
Signature: *John Hancock*

Certificate: Certificate is valid. [Show Details...](#)

[Close](#)

Notice the Audit Trail reveals that three signatures were loaded into the document. The Audit Trail also notifies you that the document was modified, but revalidated. If you click on Authentication, Replaced Fields, and Advanced tabs, additional information will provided on the user and method for signing the document.

Audit Trail for Carl Saenz, without Certificate.



The last signature is validated. There is no certificate available for this signature validation under the DOD PKI. In the future, you would not accept this signature without valid DOD PKI certificate. Notice that you cannot even click on Show Details dialog box. If you click on Authentication, Replaced Fields, and Advanced tabs, additional information will be provided on the user and method for signing the document.

Various Signature Block Status Indicators:

Once again, do not forget the icons status within each signature block and what it means.

Signature Block Status

Following are the various states of the Signature Block:

	This illustration depicts the signature when it is valid.
	This illustration depicts the signature when it is at an unknown state.
	This illustration depicts the signature when it is invalid.
	This illustration depicts the signature when it has been revalidated.
	This illustration depicts the signature when it is unusable.

As shown in the examples above, each time you sign or receive a document signed, you can validate their signatures by going to the “[Verify Approval](#)” area. You will be notified how many signatures have been initiated, with each name. If you click on each individual, you will see each signature element, and information pertaining to that individual. To quit, click “[Close](#)” to return to the document.

2-9. Routing.

If you have to route a letter to more than one individual, make sure that you have the different signature elements with the correct number for each individual. MFRs generally contain the same signature element (Name, Title, Organization).

Make sure your Signature Phrases are correct. Examples are as follow:

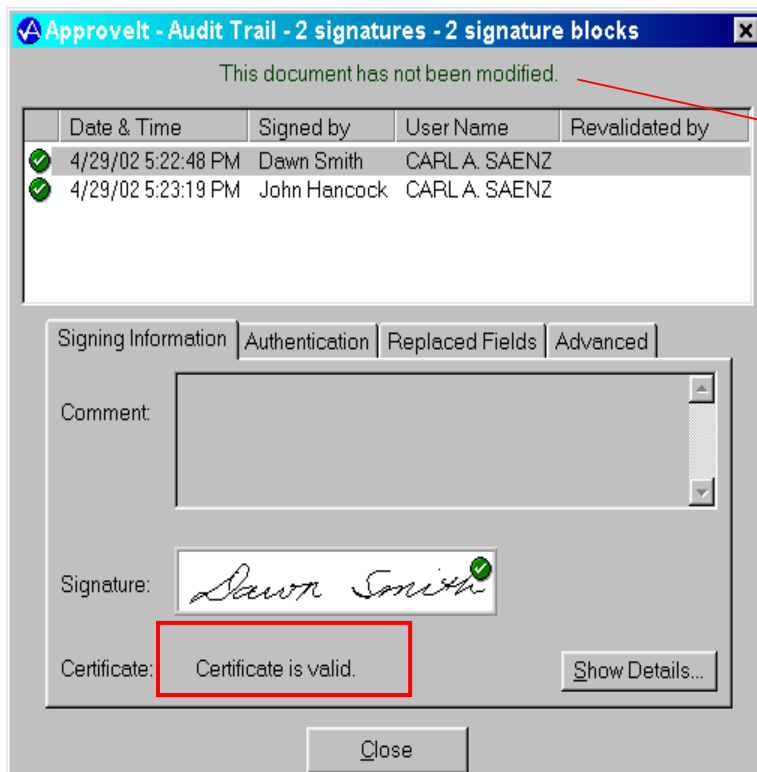
{SIGNATURE1}	for the first person to sign.
{SIGNATURE2}	for the second person to sign.
{SIGNATURE3}	for the third person to sign.

The sequence is very important in maintaining the integrity of the document. It is always best to pre-program the name of the signers if you already know who they will be on the document before you route.

2-10. Securing the Document and Signatures.

Once your signature seal is dropped into the document and saved, all data above the signed person's name is secured. Any changes to the text will result in notification that the document has been modified when authentication takes place. This means that you will not be allowed to print the document until it is placed in the original order. To insure that a document is valid, go to ApproveIt menu, and select the “[Averify Approval](#)” button. If the document is true, you will see the following:

Document has not been modified, green checkmark, it is valid and original.

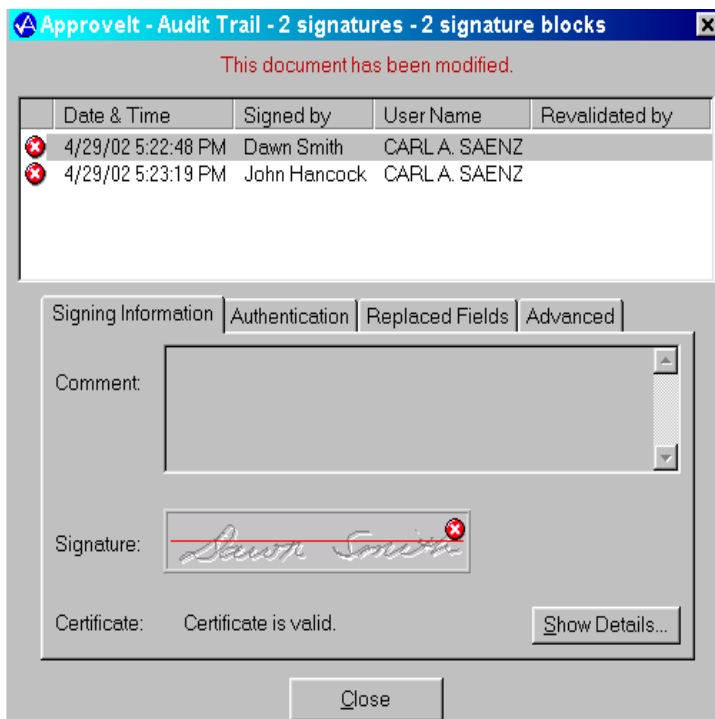


The dialog box is titled "Approval - Audit Trail - 2 signatures - 2 signature blocks". It features a status bar at the top that reads "This document has not been modified." in green text. Below this is a table with four columns: "Date & Time", "Signed by", "User Name", and "Revalidated by". The table contains two rows of data, both marked with green checkmarks in the first column. Below the table are four tabs: "Signing Information", "Authentication", "Replaced Fields", and "Advanced". The "Signing Information" tab is active, showing a "Comment" text area, a "Signature" field with a handwritten signature and a green checkmark, and a "Certificate" field that says "Certificate is valid." with a red box around it. A "Show Details..." button is next to the certificate field. At the bottom is a "Close" button.

Date & Time	Signed by	User Name	Revalidated by
4/29/02 5:22:48 PM	Dawn Smith	CARLA. SAENZ	
4/29/02 5:23:19 PM	John Hancock	CARLA. SAENZ	

Data has not been modified. This means the document is original.

If the document has been modified, you will see the dialog box. Do not Accept.



The dialog box is titled "Approval - Audit Trail - 2 signatures - 2 signature blocks". It features a status bar at the top that reads "This document has been modified." in red text. Below this is a table with four columns: "Date & Time", "Signed by", "User Name", and "Revalidated by". The table contains two rows of data, both marked with red X's in the first column. Below the table are four tabs: "Signing Information", "Authentication", "Replaced Fields", and "Advanced". The "Signing Information" tab is active, showing a "Comment" text area, a "Signature" field with a handwritten signature and a red X, and a "Certificate" field that says "Certificate is valid." with a red box around it. A "Show Details..." button is next to the certificate field. At the bottom is a "Close" button.

Date & Time	Signed by	User Name	Revalidated by
4/29/02 5:22:48 PM	Dawn Smith	CARLA. SAENZ	
4/29/02 5:23:19 PM	John Hancock	CARLA. SAENZ	

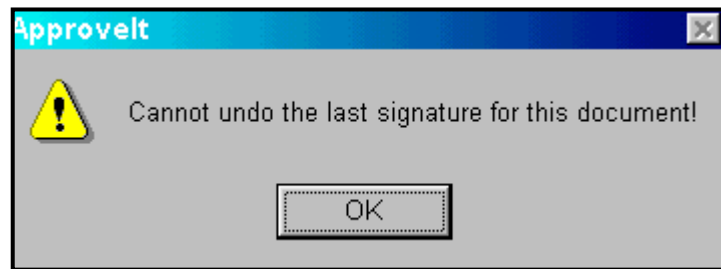
If modified, you see in RED on the dialog screen that the Document has been modified. This means, do not accept. It has been modified, you will not be able to print document with physical signatures. The Signature Block will show a red line across the signature element.

With a warning displayed, you will not be allowed to print the document with the electronic signature. ApproveIt will not print a modified document or letter. For any printing, recommend a laser jet printer, not dot matrix.

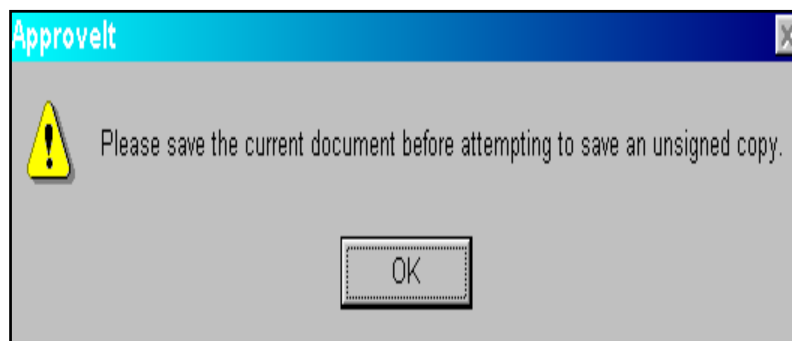
2-11. Signing Documents in Word with ApproveIt.

It is important to understand the signature capture concept. Make sure the document is final **before** it is signed. You can use the “**Undo Last Approval**” function if you have not saved the document. Once you sign it, and save it, it is final. **Recommend you have a backup file (unsigned) if circumstances surface at a later date about the signed document or letter containing errors. Use the “**Save Unsigned Copy**” in Approve 5.22 to generate a backup copy.**

Once you save the file, you can not do an undo. The following dialog box will appear:



The new 5.22 version of ApproveIt, has a new command called “**Save Unsigned Copy**”. Once you sign a copy of what you will be routing, you can make a backup unsigned copy by using this command. You must insert the destination path of where you wish the unsigned copy to reside. If you signed a document, you must **save it** before you use the “**Save Unsigned Copy**” command, or else you will see the following display:



If you see this dialog box, click **OK**, and save the document to a file name of your choice.

Once you have accomplished this, the signed copy will disappear, and the unsigned copy will appear on your screen. You can then use that file for future reference for a similar document preparation.

Below is an example of the signature replacement phrase you will see enclosed in your document after you do the “[Save Unsigned Copy](#)”.

{SIGNATURE1}
DAWN SMITH

{SIGNATURE2}
JOHN HANCOCK

2-12. Sending a Word Document via the LAN with ApproveIt.

Once you sign a word document, transmission via MS Exchange or MS Outlook can occur. The best method is to include the document as an attachment within the mailer. This will especially be true when you use the DOD PKI mailing interface in the near future. You will use the CAC interface to include your document inside the DOD PKI.

Currently, the individual who is sending the document has to have ApproveIt on their desktop in order to validate your signature, and respond back. The ApproveIt software provides you the opportunity to transmit files from desktop to desktop with ease. Now you have the added capability to send a document or letter with a secured physical signature. DOD PKI will enhance this process as the first layer of protection within a transmitted message. ApproveIt will add a second layer of protection within the attachment itself.

2-13. How Does the ApproveIt Signed Document Work With DOD PKI?

Review the screen shot below from a Silanis Technologies. It provides the flow of ApproveIt signed documents within the PKI structured environment.

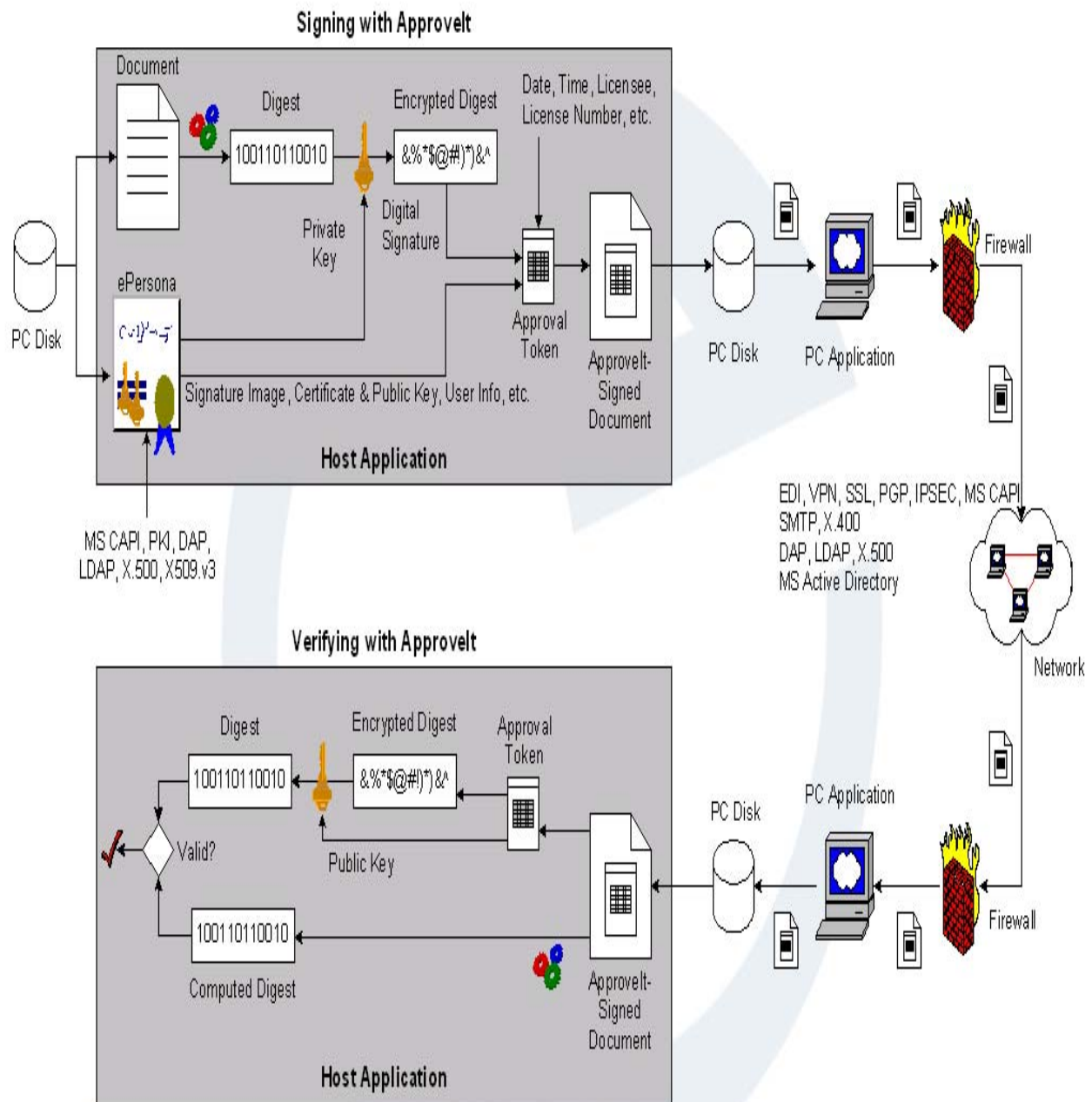
In a DOD environment, a PKI soft Certificate private key, or the private key from the Common Access Card (CAC) card would have a pointer in the ePersona file. Where the private and public keys are illustrated on the chart refers to the function of creating the hash in the token and encrypting the token, not the keys themselves. The private key stays on the CAC card or with the soft Certificate. The public key is included in the Token to allow the recipient to run an authenticating hash and to decrypt the token.

The Common Access Card (CAC) does exactly what a DOD PKI Certificate does. It identifies the sender of a message and encrypts the message and all of its attachments so that it cannot be viewed in transit. (It does other things as well, but not in a “signature” environment.) It will

also validate whether the message or any of its attachments were changed in transit. What ApproveIt does is use the PKI Infrastructure and the Certificate on the CAC card to provide for non-repudiation of the signature on an attached document. This adds a level of security to the signature process above what ApproveIt provides without the PKI Infrastructure. **The CAC digital signature does not sign documents at the desktop application level, rather it puts a “wrapper” around the entire message and its attachments.** Therefore, once the recipient opens the document attached to the message, they are free to make any changes they want without anyone down the process knowing that changes have been made. ApproveIt will provide that added security in knowing if a document has been modified or not before it is transmitted to another individual. Plus, a hard physical signature can be printed out on demand, IF the document is authentic and no modifications have occurred.

If your desktop has been configured with mailer capability from File menu bar, under the “[Send To](#)”, Mail Recipient command, use it for the transfer. You can generate this option within MS Word without having to go to the Exchange or Outlook mailers. Recommend a practice run with an employee who has ApproveIt, and see how easy it is. Once the smart cards are in place, you will have to use the smart card reader to secure this operation.

Below is a chart from Silanis Technologies on the signing process working within the DOD Public Key environment.



2-14. Receiving a Word Document in ApproveIt.

When you receive a document in ApproveIt via the mailer, open as you normally do. You will see the data information, including the ApproveIt engraved gray seal with the name of the person who signed the document. If you are using the Common Access Card (CAC) concept, you will have to insert your CAC into the Card Reader to generate validation.

Once the document is located and opened, always do a **“Verify Approval”** within the ApproveIt menu bar. This is your protection to inform you whether or not the document has been tampered with. If it has been tampered with, return back to sender. **Do not accept.** You will not be able to print signatures within the document. Once the DOD PKI is deployed, if the certificate is not current, do not accept. Remember, if the paired keys do not match, you will not be allowed to open the message, or review any attachments or contents.

2-15. How to Change Thickness of Signature on Hard Copy.

When your signature appears on a printed piece of paper, it may appear too dark or too light. You can adjust the thickness by going to the **“Configuration”** menu in the ApproveIt. Once you do this, you go to **“Signature Block”**. Under line thickness, move the right and left arrows to the desired position. When using ApproveIt 5.22 do not go beyond 2. This setting will provide a good thickness when used in AMEDD or Adobe interface. The new ApproveIt 5.22 has enhanced their signature thickness for better viewing and printing. Hit **OK** to save.

2-16. How to Change Your Password in ApproveIt.

At this time, passwords are user generated. There are no system-generated passwords. You input the password of your choice. At the time of your signature capture, you generate an alphanumeric charter set. If you do not have a captured signature file, contact the Unitec Inc. (Help Desk) at 678-4220. Help Desk located at Building 1512, Room 119A. If you forget your password, contact them immediately to re-issue a new signature file and password. Your old cps file will be removed from the server.

To change your password, at your desktop, go to **Programs, ApproveIt**. Select the **“Change Password Utility”**. A dialog box will appear. You will be asked to enter your current password. A dialog box will appear asking for you to enter your new password. Type your password in **lower case.** After you do, enter it again to validate. Hit **OK** to close. The program will notify you if your password changed successfully. **Do not forget it.** You will not be able to sign without it.

2-17. How Can I Have ApproveIt Installed?

Call the Unitec Help Desk to set up an appointment 678-4220. The ESMIS program, which includes ApproveIt, can be loaded on your desktop in less than 10 minutes. An appointed time

will be scheduled. If your system administrator needed to be alerted, Unitec Inc. will obtain the serial number required at that time for the final installation.

In the future, if White Sands obtains a site license for ApproveIt, users will be provided guidance on how to load ApproveIt without system administrator intervention. This will help speed up the process.

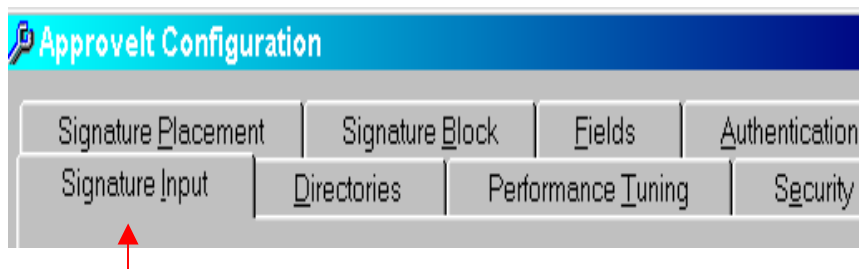
Note: Currently, without a site license, system administrators are required to use an assigned serial number to load each unit. License numbers provided by Information Operations Directorate upon request.

2-18. ApproveIt System Configurations.

Your System Administrator or Unitec contractor system personnel will set your ApproveIt 5.22 configuration on the initial install. Do not make any changes other than your change of password, unless you notify the System Administrator. Without proper knowledge of the configuration settings, you could degrade the performance of the software. If you need to make changes, follow the defaults below.

ApproveIt Configuration Properties

SIGNATURE INPUT:



a. Signature File Name

Place check in [Use Default ePersona File](#). Click on ... raised button on right side to select path to your signature. cps file on the server. When selected you will be at the [Y:\APRV\Capture](#) area of the server where your signature file is located. Locate your signature, and click OK. It will move your signature path into this area. **If you want to be able to locate multiple signature files from the server, do not check this block. This method is used if someone comes to your desktop to sign a document. You want them able to download their signature file.**

b. Method of Signing

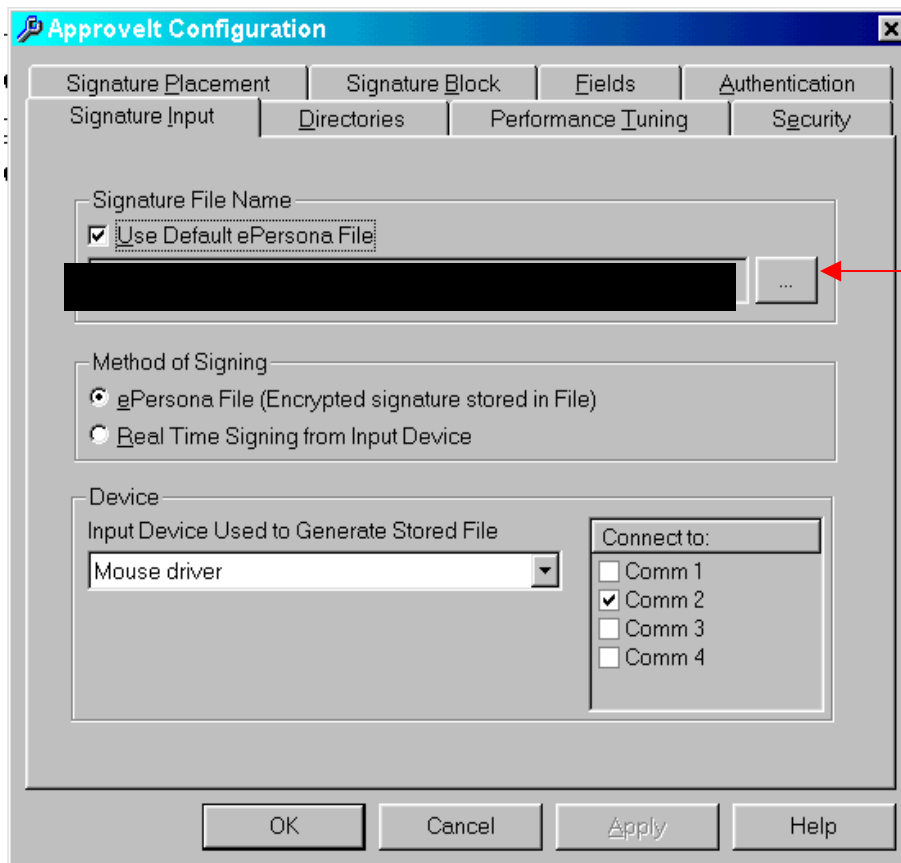
Select - [ePersona File \(Encrypted signed stored in File\)](#)

c. **Device** – Input Device Used to Generate Stored File

Select – **Mouse Driver**

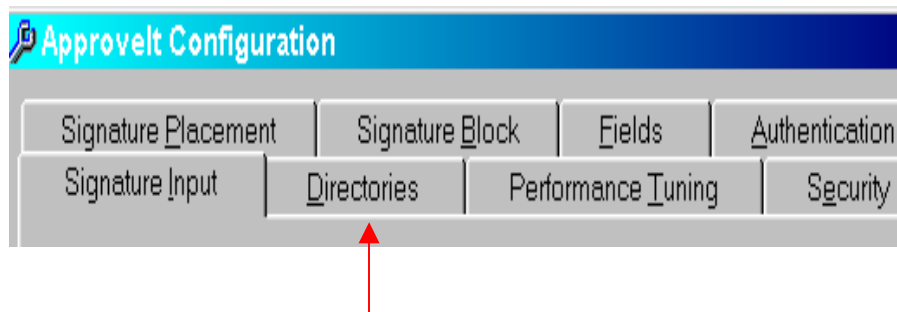
c. **Connect to:**

Select - **Comm 2**



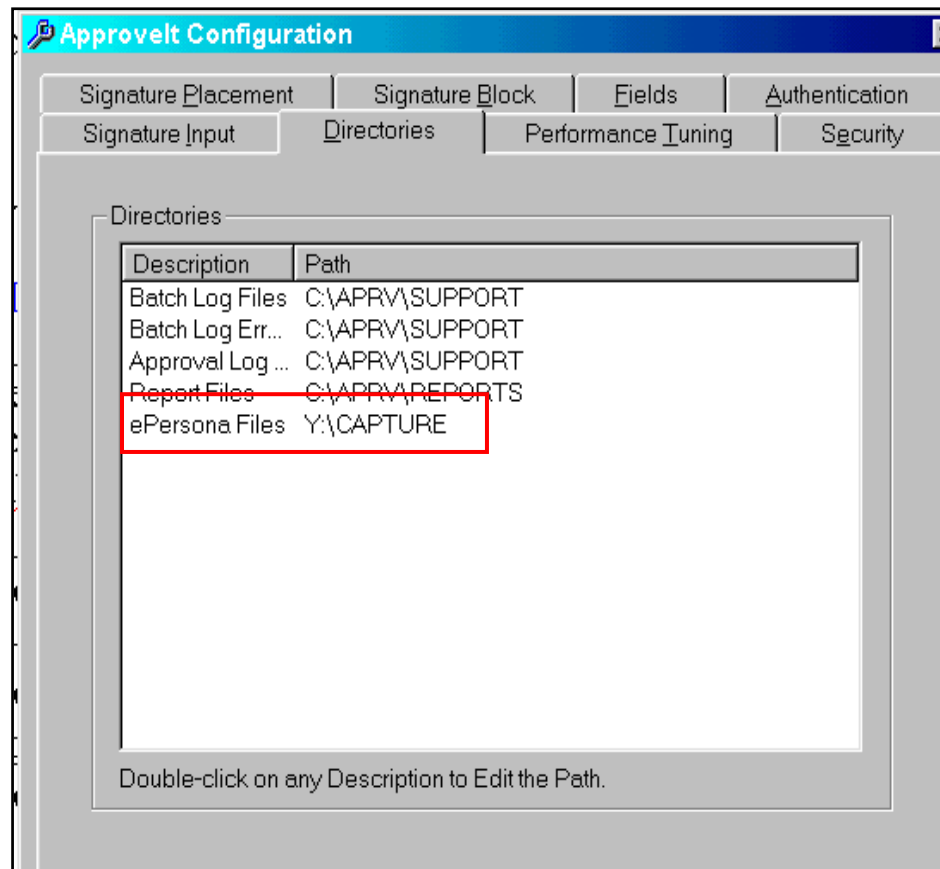
Click on
the Browse
Button to
locate CPS
File

DIRECTORIES:

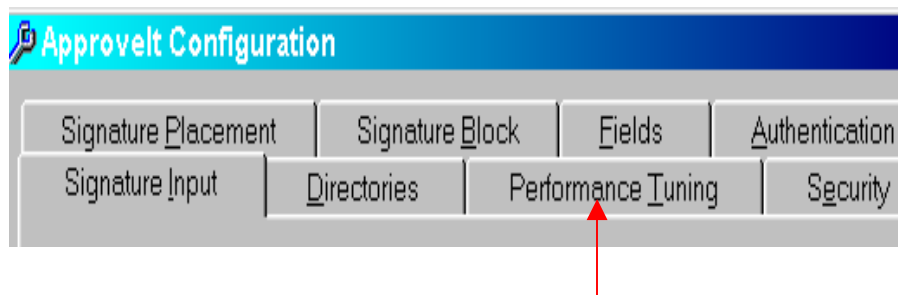


a. Description and Path Fields.

The defaults have already been set. You should only concern yourself with ePersona Files pointing to the **Y:\Aprv\Capture file**. To change, double click on description to open the file for editing. Select the browse button to locate the signature file where your signature file is located. This could include the **C:\Aprv\Capture** directory.

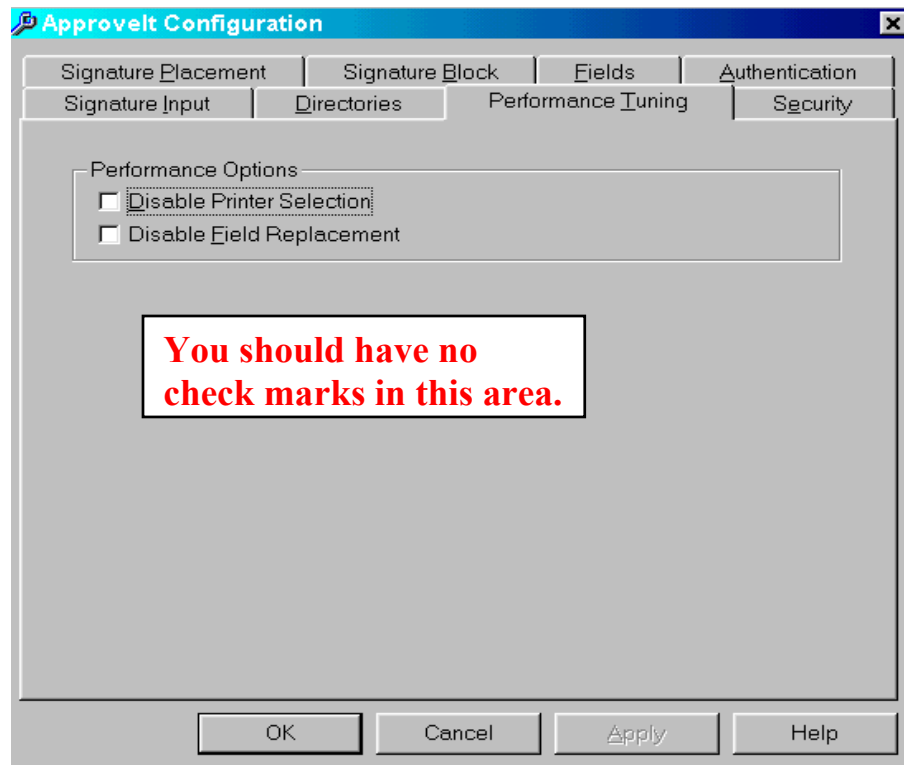


PERFORMANCE TUNING:

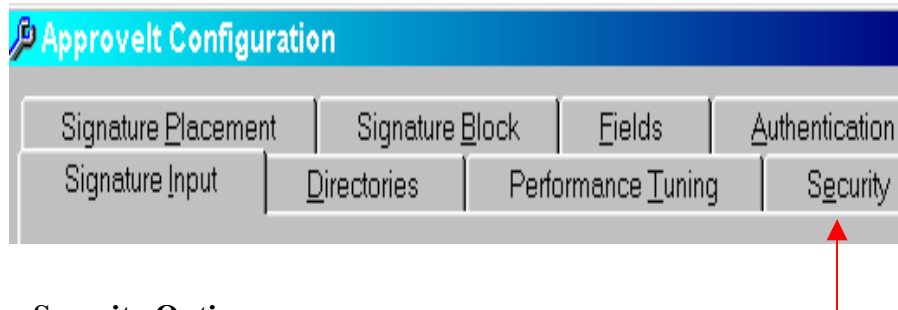


a. **Performance Options:**

The defaults have already been set. You need not change any item.



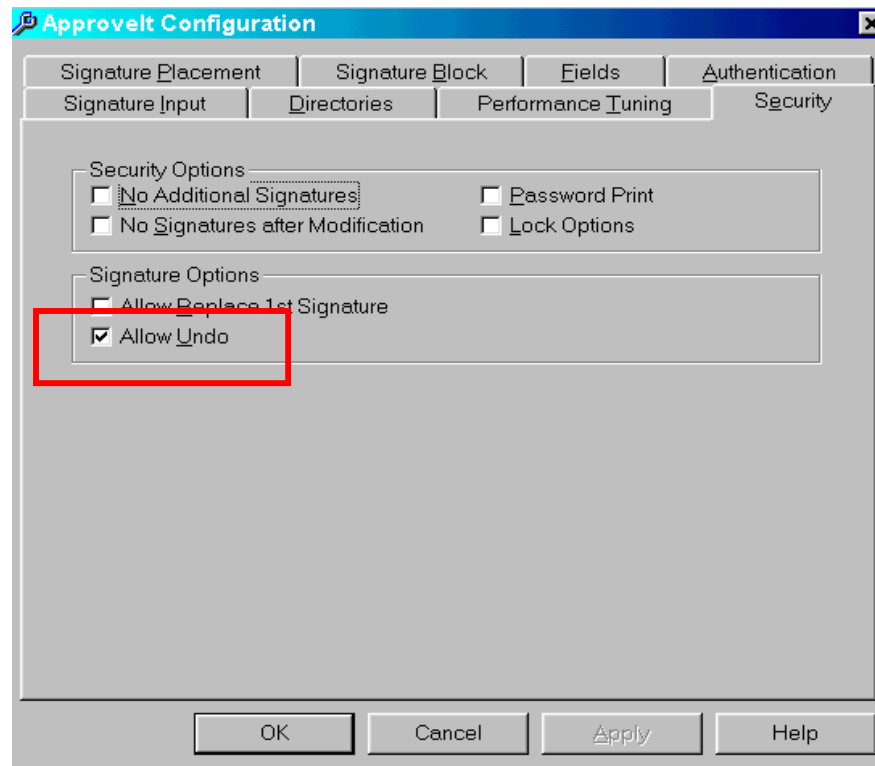
SECURITY:



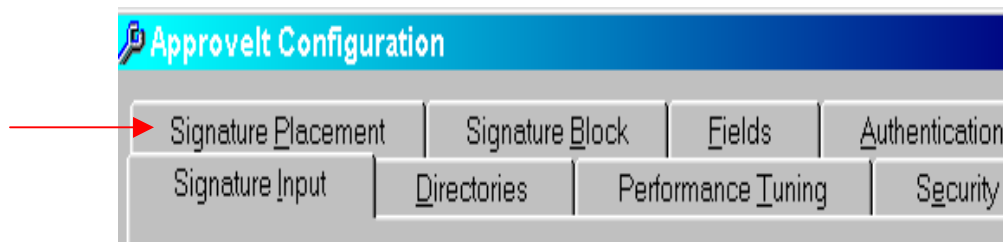
a. **Security Options**

No changes are necessary. Defaults selected.

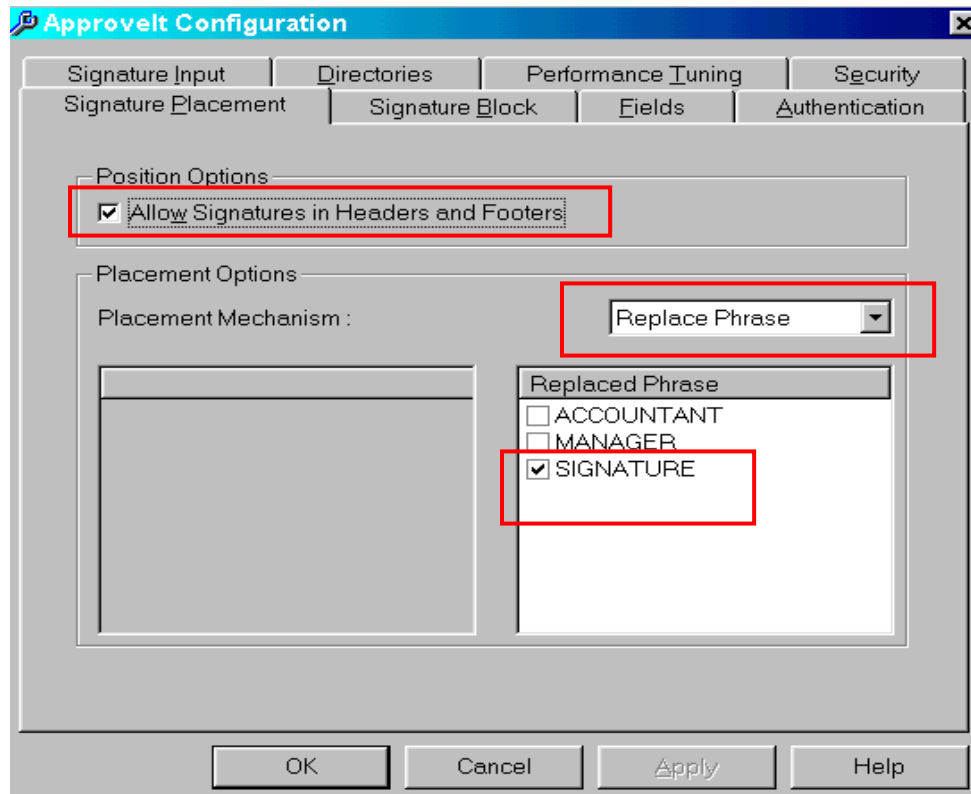
- b. **Signature Options**. Check should appear inside **Allow Undo**.



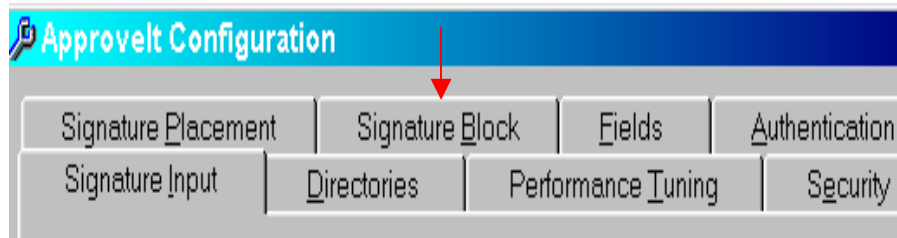
SIGNATURE PLACEMENT :



- a. **Position Options** - Place check in **Allow Signatures in Headers and Footers**. This will allow you to place a date inside a Word document in the header or footer area, while signing in the main body of the document. You can also sign inside a header or footer with this option.
- b. **Placement Options** – Select **Replace Phrase**
- c. **Placement Mechanism** – Select **Signature**



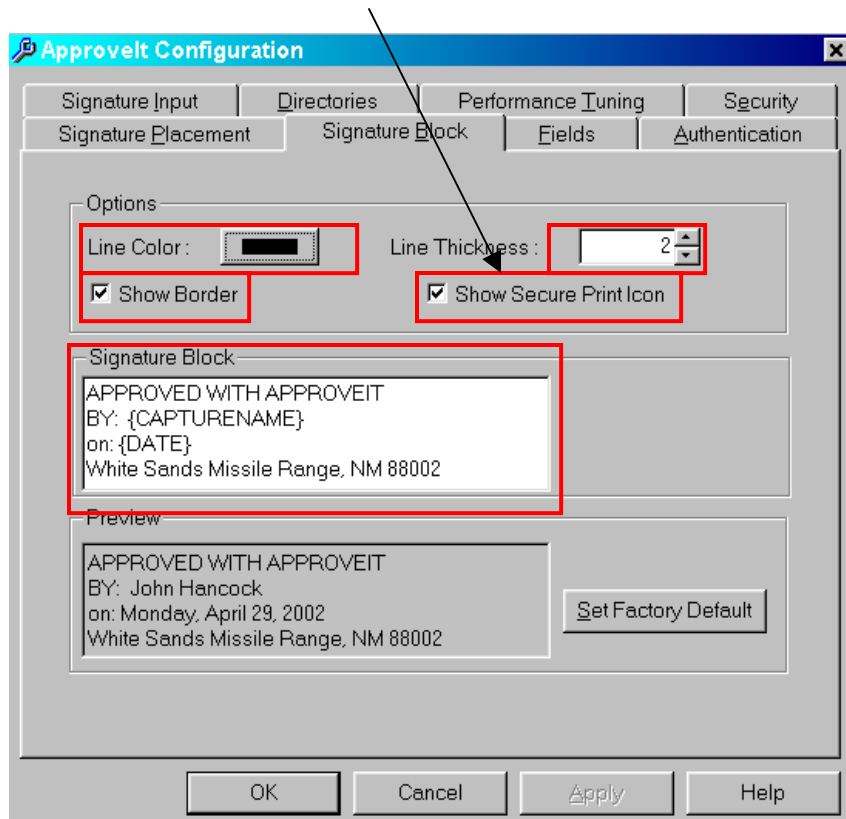
SIGNATURE BLOCK:



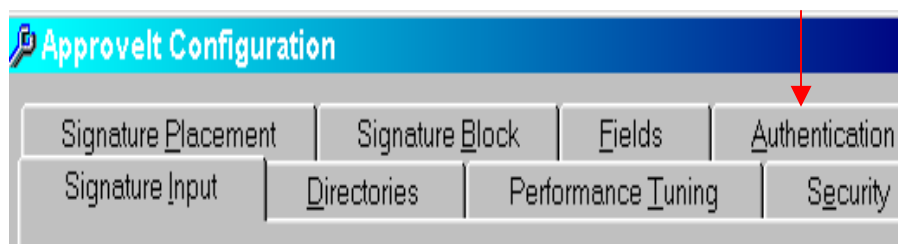
- Options** – Line Color: Default **Black**. Line Thickness: **2 or 3**. Place check in **Show Border**.
- Signature Block** – Reset Default to read: Overwrite block to read as below.

SIGNED WITH APPROVEIT
By: {NAME}
Date: {DATE}
White Sands Missile Range, NM 88002

c. Place a check in “**Show Secure Print Icon**”.

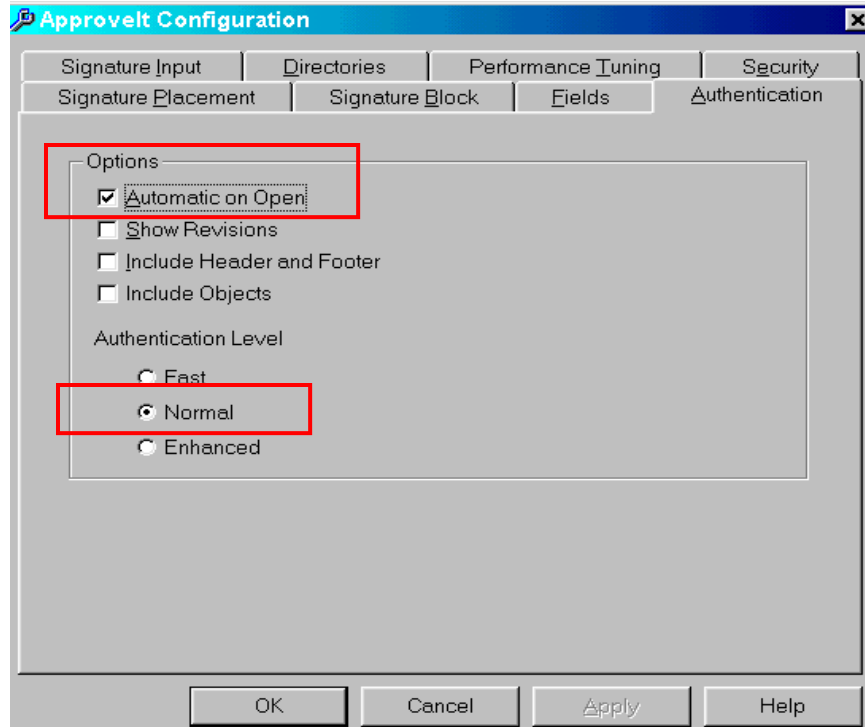


AUTHENTICATION:

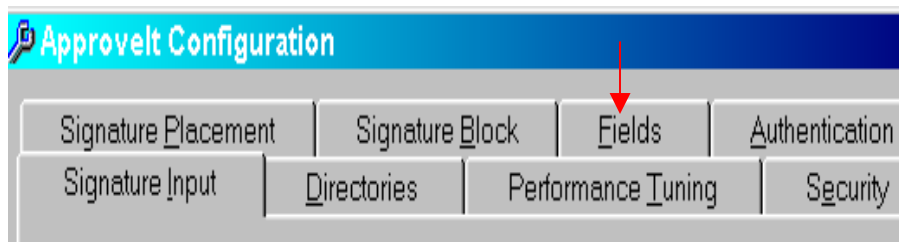


a. Options – Default set to – **Automatic on Open**

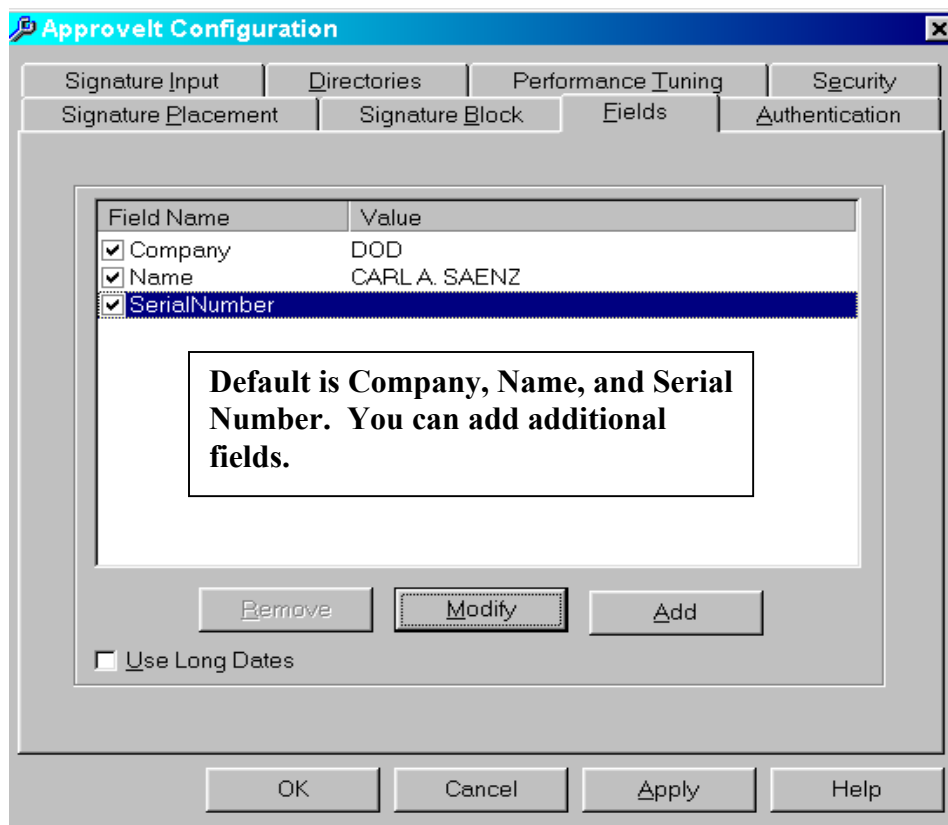
b. Authentication Level – Default set to **Normal**



FIELDS:



- Field Name and Value** – **Name, Serial Number, and Company** are included as default in the initial loading of ApprovelIt. You can add any other field name by double clicking in the field name area. A dialog box will pop-up asking for field name. Once you finish typing in the field name, you will be prompted for a value. Examples are like Title, Phone, Email, Office, Fax, etc. Once done, click on **OK**.
- Use Long Dates** – this box can be checked if you wish to use long date examples instead of the system generated default of a short date. Example: 12/10/01. Example of a long date: Sunday, December 10, 2001.



2-19. How to Sign a Document at a Remote Site.

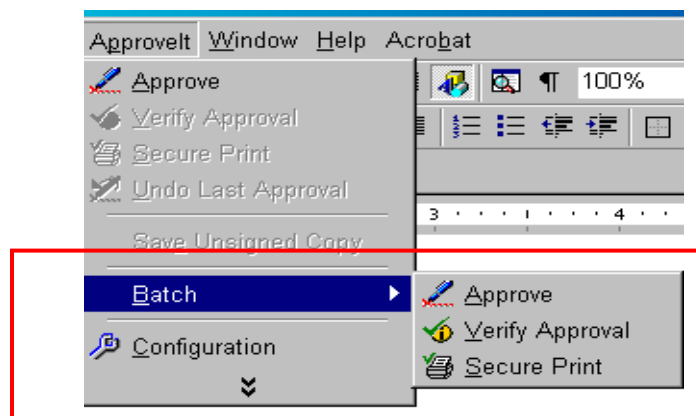
By using the ESMIS program, you have the capability to sign documents from a remote site at White Sands Missile Range. You do need access to the file server to find your captured signature file (cps). If you have access, know your password.

To perform this function, go to “**Load Configuration**” in the ApproveIt menu. Click the tab called “**Signature Input**”, under **Signature File Name**. Remove the check by **Use Default ePersona File**. Hit **Browse**. Find your file on the Y:\Aprv\Capture area. You will see a listing of names with .cps extensions. Select your name, and hit **OK**. Another method is copying your cps file from the server to a diskette for later use. With either method, if your password is prompted, type in and click **OK**. Once entered, the system validates, and your signature will appear. Click **OK**. Your signature will merge with the form or document.

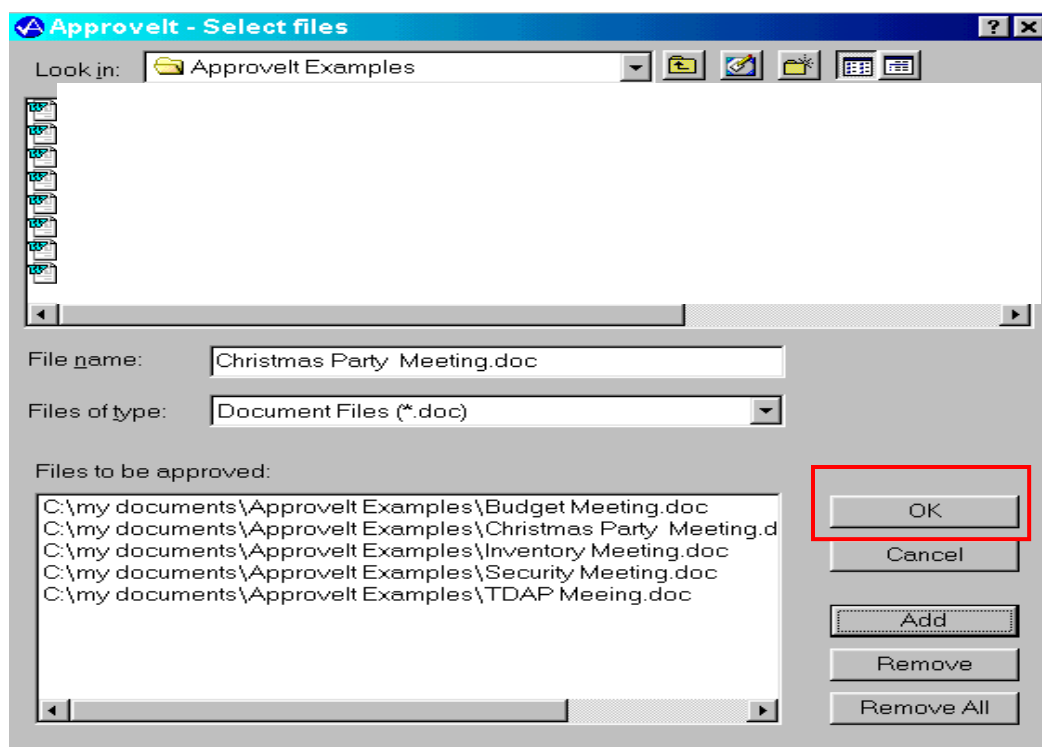
2-20. Batch Signature Signing of Multiple Documents in MS Word.

The ApproveIt menu has a function called “**Batch Functions**”. This function is used if you want to sign more than one document at a time. If you share a drive with your supervisor, and want to have the capability to place multiple documents for him or her to sign, this function will be a great benefit.

In the ApproveIt Menu, click on Batch, then “**Approve**” to activate.



The **Batch Approve** will generate a dialog box that requests where your documents are located. Select them as a group. When you locate the appropriate drive and directory where your correspondence is located, select the files, and click the **add** button to move down to the “**Files to be Approved**” area. If you make a mistake on the file name, you can use the **Remove** button to delete. An example of the dialog box you might see is listed below.



Once your files are added, Click **OK**.

The next dialog box will be your password screen. Enter your password, and the next dialog box will contain your input signature from the captured file. Click **OK**.

Each file will be processed in the order of selection and signed. As each document is being processed you can see the file name at the top of the screen. A dialog box will display “**Processing document – please wait**”. Once all have been signed, word will save each file.

After the process is complete, you will see a dialog box that will say “**Number of documents successfully approved xx**”. The number will vary. If there is a problem during the process, you will be informed on the screen.

Use the **Secure Print** function to print all files that were signed to a selected printer. Follow instructions on the screen to finalize the process. Remember that the documents will not be printed unless ApproveIt authenticates them as not being modified.

The **Verify Approval** function is similar to the Batch Approve. You will have to select the files you wish to authenticate. The “**Verify Approval**” command adds your files and will inform you of the number of documents authenticated.

2-21. Form Letter Functions in MS Word. (Optional)

The form letter function command is utilized when you have standard form letters that you process periodically. A Form is generated as a template for data from a database to populate. Example of a form letter:

<FirstName> <LastName>
<MailingAddress>
<City>,<State>
<Zipcode>

Dear <FirstName>:

Thank you for your interest in our White Sands Museum.

We look forward to seeing you at our next scheduled meeting.

Sincerely,

{SIGNATURE1}
JOHN HANCOCK

With the form letter, you will need to design a simple database to populate your form.

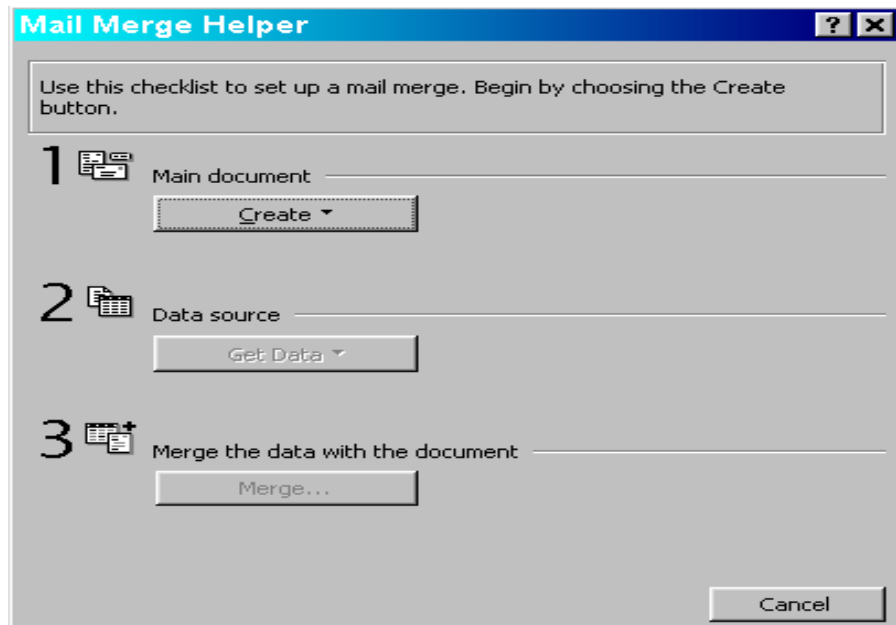
To create a **Form Letter** for Signature Capabilities do the following:

- Open a new document in Word (normally document 1).
 - Go to Tools. **Open**
 - Open **Mail Merge**
- In the Mail Merge Helper dialog box you will see three steps.

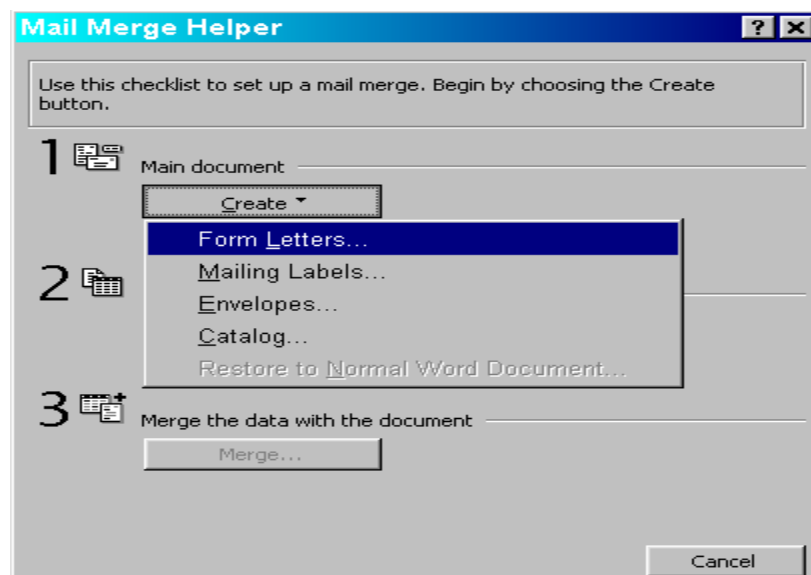
#1 Main Document

#2 Data Source

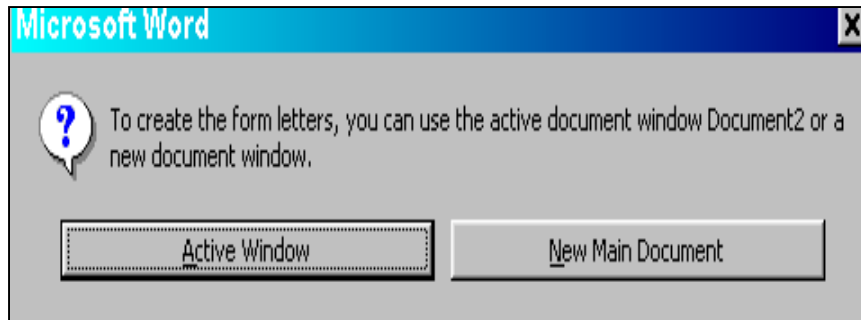
#3 Merge The Data With The Document



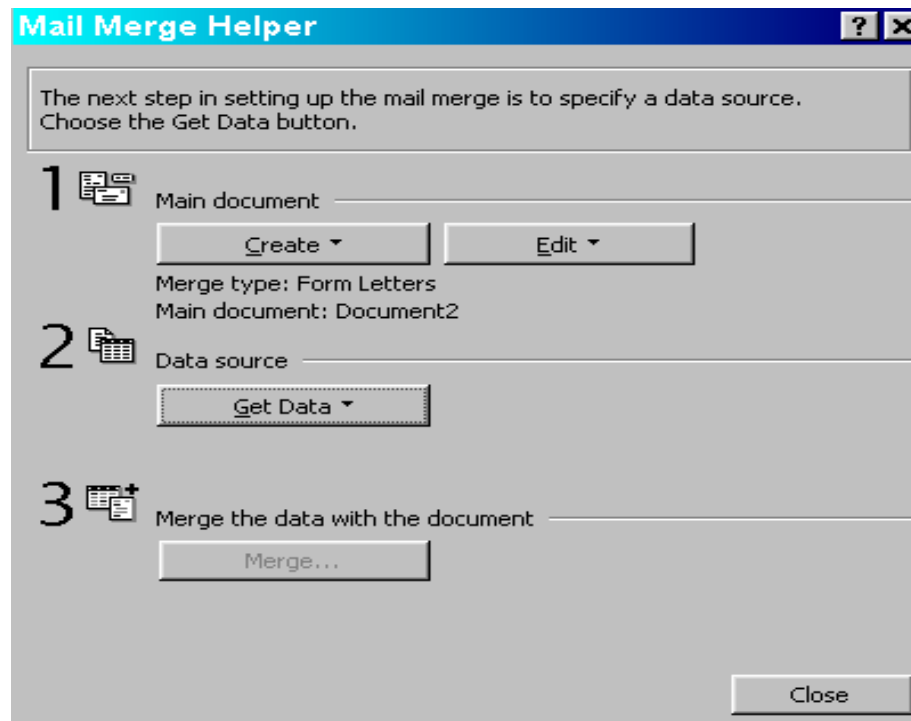
On the title bar of the dialog box you will see the name “**Mail Merge Helper**”. This is the correct dialog box you will need to work with in setting up the databases and letterforms associated with mail merge.



- Go to # 1 – **Main Document**
- Click on **Create**
- Select **Form Letters**
- You will see a dialog box that has...
 - Active Window
 - New Main Document

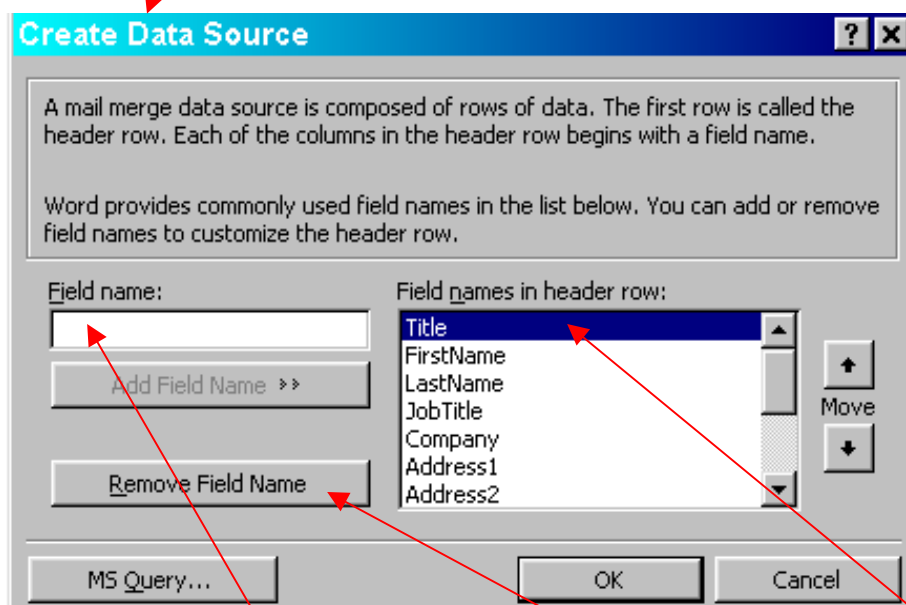
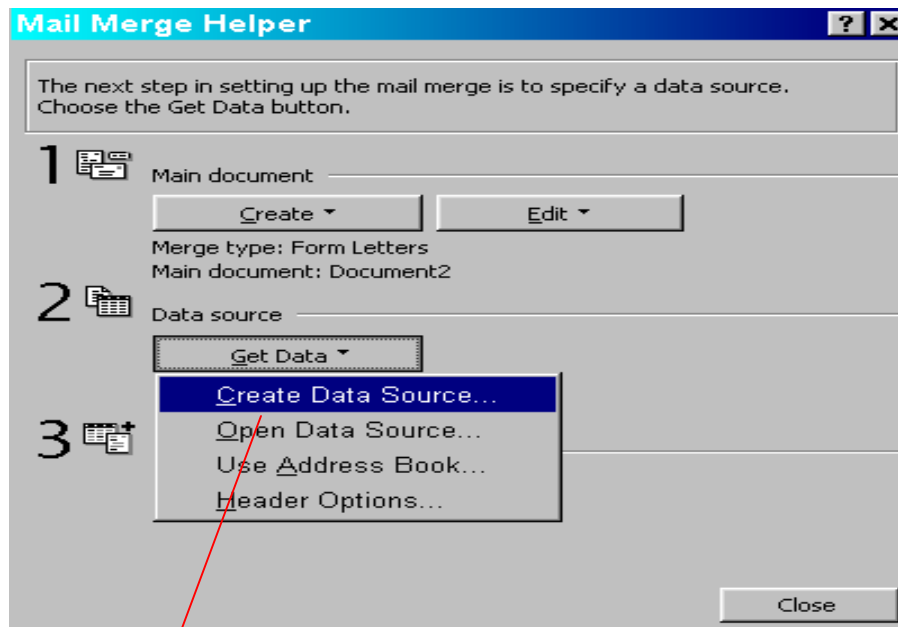


- Select **Active Window**
- New dialog box. Go to #2 – **Data Source**
- Click on **Get Data**
- Select **Create Data Source**



- A new dialog box will appear called "**Create Data Source**"

Click on Create Data Source:



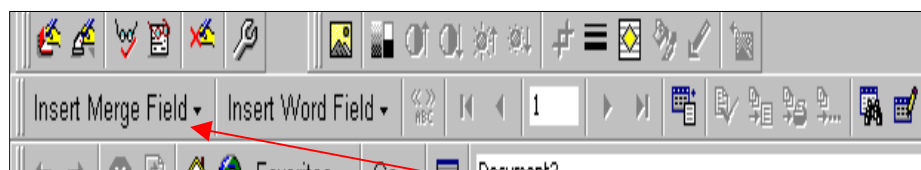
- Remove field names you do not want to use that are shown in the “**Field Names in Header Row**”. The field names are defaults. You can remove them at any time.
- In the item “**Field Name**”, type in a field name you wish to use other than what is provided on the field names in header row. Click on the **Add Field Name** button to add a new field in. Use the arrow keys to move into the sequential order you would like for them to appear. When you are done, click **OK**. Make sure you show only fields you want.

- Click **Save**.
- The next dialog box you will see is “**Save As**”. Name the file a name with a title Data Table after it. It will be saved in word, with .doc extension.
- Click **Save**.
- The next dialog box will contain:

Edit Data Source Edit Main Document

- Select **Edit Data Source**
- A “**Data Form**” dialog box will appear. It will contain all the fields you created for the form template. You will enter your data in the blocks provided. When you are done, click “**Add New**”. This will lock your data into the database. Later on if you decide to delete records, you just need to click on “**Delete**”.

- Click **OK**.
- **The next step is important.** You will end up in your blank form that you created. You will be adding text data that identifies what you want in the body of the form. At the top of the form, hit the return key 6 times. It will give you room to add any drop-in fields you may require.
- In the toolbox area, you will see a row of icon referencing to the mail merge. It will look like this:



- To insert your data fields into your form, click on “**Insert Merge Field**”. You will see each field you created. Click on that field, and it will drop it into the form. You can use spaces or commas to improve positioning. Example:

«FirstName»«LastName»
«JobTitle»
«Company»
«Address1»
«City», «State»
«PostalCode»

Dear «FirstName»:

Thank you for your interest in our party.

Hope to see you there in March.

Sincerely,

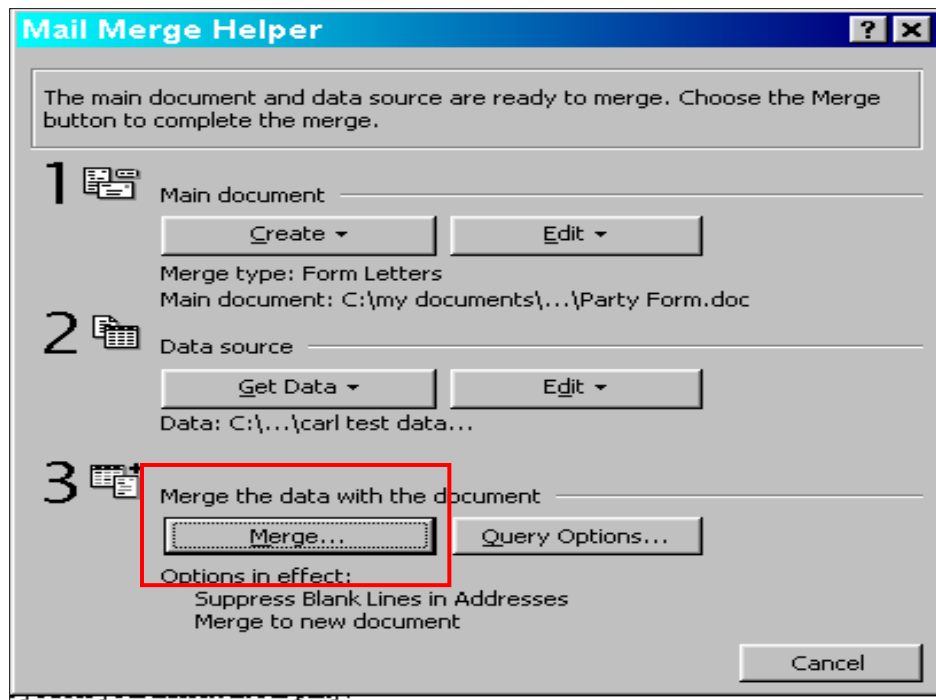
{SIGNATURE1}
JOHN HANCOCK

- After you have finished dropping all the fields to your document, you will need to add your signature phrase. It is important; otherwise you will not be able to sign the documents once they are processed. Example:

Sincerely,

{SIGNATURE1}
JOHN HANCOCK

- Make sure that you save the **form document** to a file name you will not forget. Select a Directory and file name.
- The next step is to fill out the form document with specific data. You need to go up to Tools, Mail Merge, and Select #3 Merge. (Display on Page 41)
- Merge the data with the document
- You will be asked if you want all records loaded or just record numbers. You can also set up a query. Click on Query to set up conditions.
- Once you're hit **OK**, the records will populate the form. Under View, hit the Go To. Select the page you wish to view. You can likewise use Page Down or Page Up key.

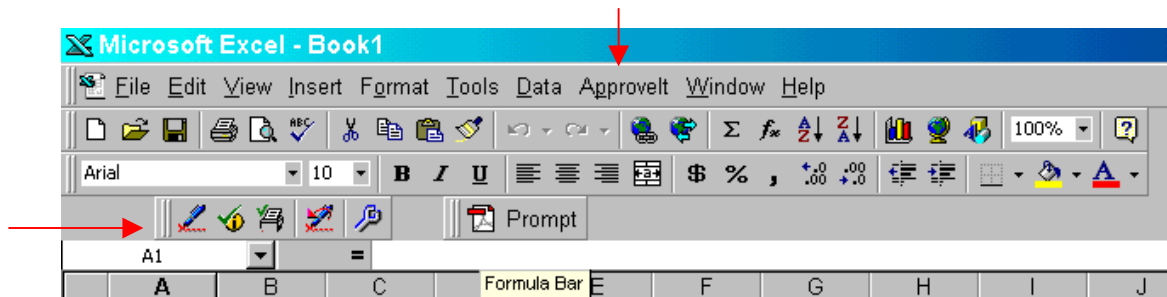


- Next you are ready to electronically sign each form containing data.
- Go to [ApproveIt](#).
- Click on [Approve](#).
- You will be asked for your password. Type in. Click [OK](#).
- Your Electronic Signature will be placed on each individual page. Because the document is a form document, and data called from a database, different information will be displayed on each separate page. Your signature plate element will be displayed on each page.
- Next, you can then save the finished document to a file of your choice.
- If you wish to print out the forms, use the [ApproveIt, Secure Print Command](#). This method will print all the forms with signatures. Recommend a laser type printer.

3-0. **USING APPROVEIT PLUG-IN WITH MS EXCEL.**

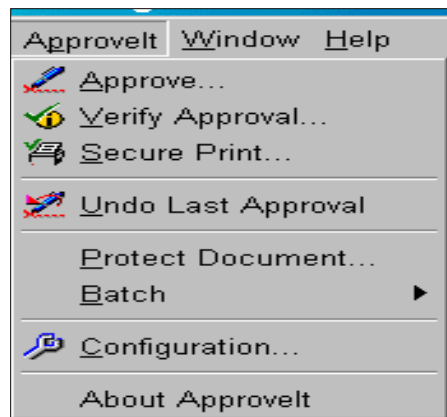
3-1. Understanding the Menu Bar.

The menu bar for ApproveIt is the same as the menu bar for Word. When Excel is opened, you will see the following:



The highlighted areas on the menu screen above will show the ApproveIt commands. If you cannot locate the icon buttons, go to [View](#), select [Toolbars](#), and select [ApproveIt for MS Office](#). This will activate the icon toolbar.

If you click on ApproveIt, you will see the following commands:
ApproveIt Command Buttons



3-2. The “Approve” Command.

The Approve command is the first command in the pull down menu of ApproveIt. It is important not to sign an Excel document until you are ready. If you require more than one signature, make sure all the data is validated **before** you sign. Send the file to all concerned for their review before you finally have them sign. Once you sign and save the document, you will not be able to alter any text. ApproveIt has a secure authentication feature that protects the entire document once it is signed. All text above the previous electronic signature is protected from tampering.

3-3. The Signature Phrase in Excel.

In order to sign electronically, you must use the following phrase in sequential signing as in Word:

- {SIGNATURE1}** - To insert one signature into the Excel Document
- {SIGNATURE2}** - To insert second signature into the Excel Document
- {SIGNATURE3}** - To insert third signature into the Excel Document

You can place as many signatures as you need. Make sure that you set up the number of signatures and names of personnel who will be signing before you transport electronically the document for signing via MS Exchange or MS Outlook. Example of three signatures within Excel:

{SIGNATURE1}
JOHN L. SMITH
CHIEF, NRO-E

{SIGNATURE2}
NORA L. MARTINEZ
CHIEF, NRO BUDGET

{SIGNATURE3}
ROBERT L. GOMEZ
RM BUDGET

Follow this instruction to insure proper procedure in signing **Excel Spreadsheet** documents. Verify the individual who will sign a document has ApproveIt on their desktop. Is their electronic signature capture (.cps) on file? Can their signature capture file be accessed? If this is not true, they cannot sign. Do not send final product to other personnel until the designated individuals have signed, and finalized the document. You should normally prepare and route the spreadsheet in the order of signature priority.

The procedure for signing documents in Excel is similar to signing documents in MS Word.

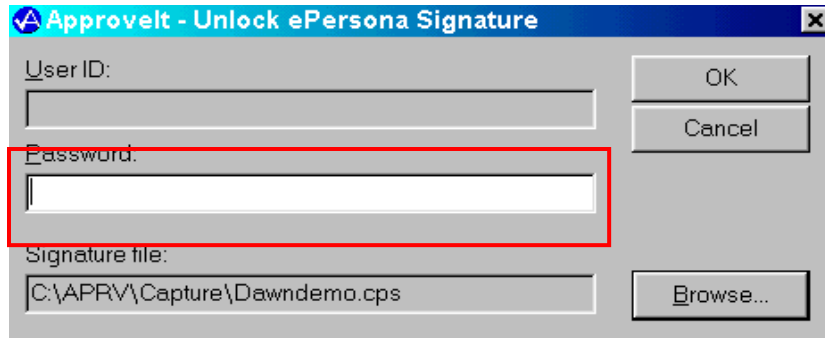
Note: Within Excel you can not print in HTML (HyperText Markup Language).

3-4. Signing in MS Excel with ApproveIt.

When your spreadsheet is ready for all signatures, move to the top of the screen and select **ApproveIt**. The drop-down command will include “**Approve**”. You will be prompted to enter your password. Type password. The next dialog box will verify whether your password is correct or not. If your password was correct, you will see your signature in a dialog box. If it is wrong, it will inform you that it was incorrect. Re-enter it. If you totally forget your password, contact your System Administrator and request a new .CPS file.

The following procedure is used to set up the signature blocks in Excel:

ePersona will ask for Password.



Approvelt - Unlock ePersona Signature

User ID:

OK

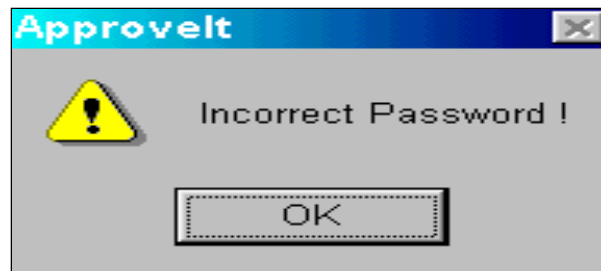
Cancel

Password:

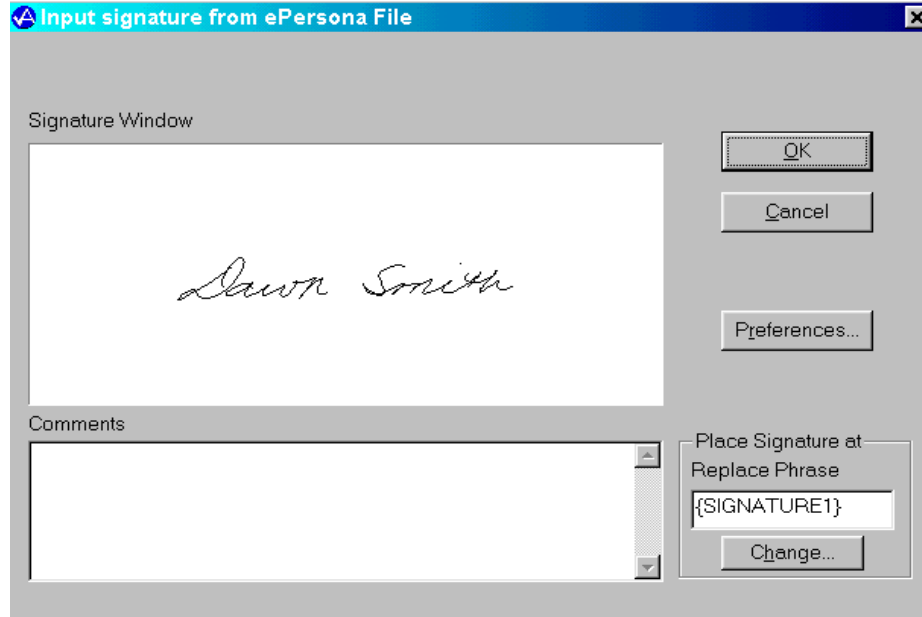
Signature file:

Browse...

If an **incorrect** password is generated, you will see the following.



Correct password opens your .cps file, and a true signature is viewed.



Input signature from ePersona File

Signature Window

Dawn Smith

OK

Cancel

Preferences...

Comments

Place Signature at

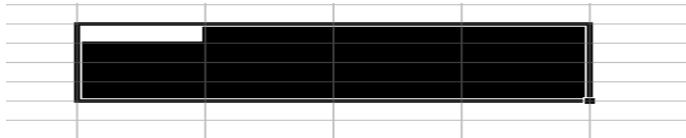
Replace Phrase

{SIGNATURE1}

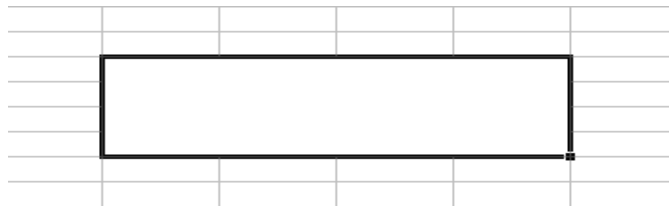
Change...

With the correct password, the signature is dropped into the document after you click on **OK**. **Important: Provide for enough room in your cell field for the signature block or seal, otherwise, the signature will appear small when printed. This can be corrected by doing the following:**

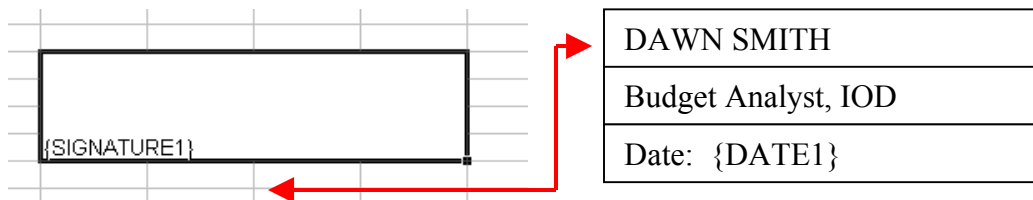
Using your mouse, highlight the number of cells you feel you will need to place your signature inside. This could be four up and four across. You decide.



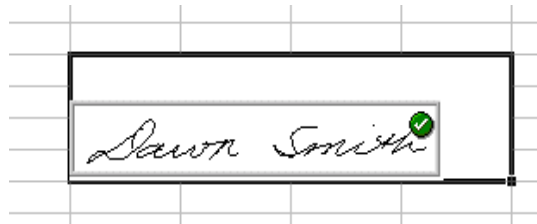
Go to the Format command in the tool bar area. Click on **Format**. Click on **Cells**. Under Cells, select **Alignment**. Under Text Control, place a check mark in **Merge Cells**. Then click **OK**. You will notice that a box has been designed like the following:



Inside the box, you need to type in the phrase **{SIGNATURE1}** or whatever number of signatures you may need. **Repeat the cell process for your name, title, and date.**



You are now ready to insert your signature by clicking on ApproveIt, and selecting Approve. Type in your password, and click **OK**. You will see the following:



When you click outside the cell, the engraved gray seal will appear. Notice that the merging of the cells into one large cell has provided room enough for you to insert your signature. If you do not do this, your signature will drop into one small cell, and hard to read. **Make sure you save your work after you sign.**



To view the seal, go to [ApproveIt](#) menu; click on command [Verify Approval](#). This will provide specific information on who signed, when, and if they did it at their desktop. If you happen to see the same name inside [Signed by](#) and [User Name](#), this is your indication that the user at his or her desktop signed the document.

To this point, you have learned how to bring down your signature into a document using Excel. Once you have signed off, you can save to your desktop, and forward to the next person for signing. Once the cycle is complete, the last initiator will send all parties involved a finalized copy with all signatures. This will be done using the LAN connections, forwarding the Excel file as an attachment.

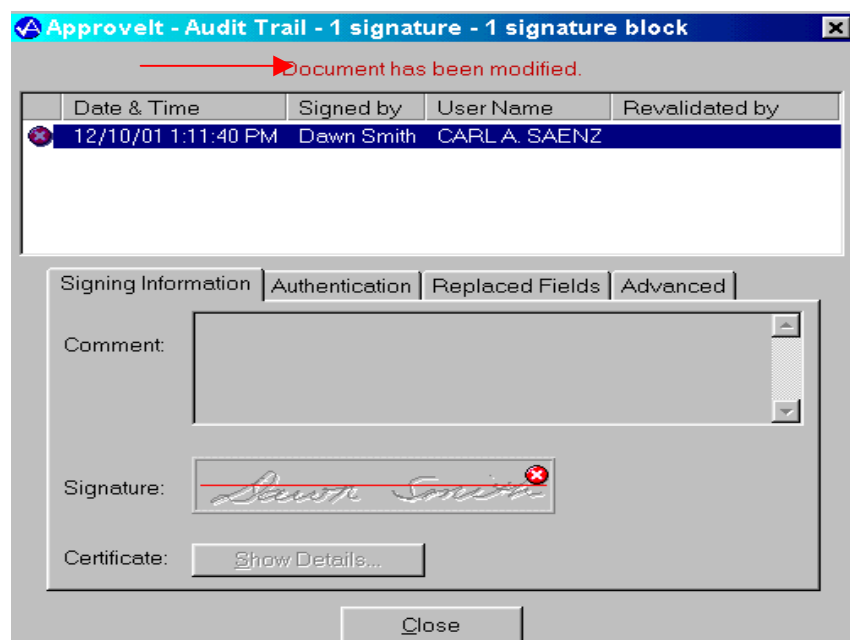
If you have more than one signer on an Excel document, you can view them by opening the “[Verify Approval](#)” in ApproveIt. Click on each signature to view information like date, and time signed. It is the same process as in MS Word.

3-5. Routing the Excel Document with ApproveIt.

When routing an Excel document, include as an attachment in mail merge in MS Outlook or MS Exchange. Determine the routing order for this effort with the Exchange or Outlook Address Book. Explain in your message an electronic signature is required.

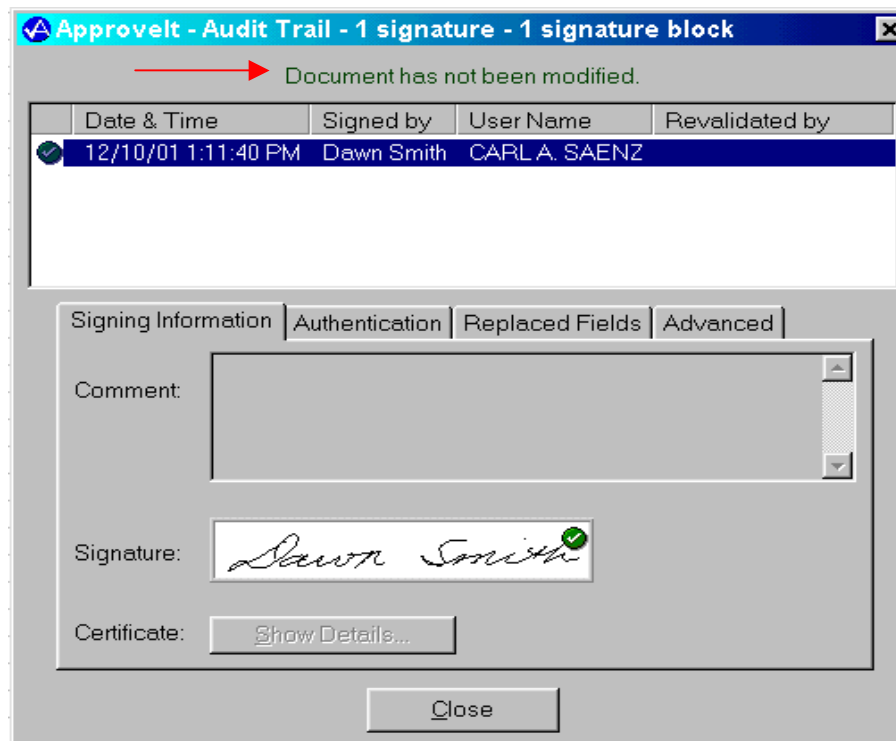
3-6. Opening a Routed Excel Document with ApproveIt.

Open an Excel document as you normally do in the e-mail system. Always use the ApproveIt command “[Verify Approval](#)” to screen your incoming document. The command will review the entire document to validate its authenticity. Has the data or text been tampered? If the file has been tampered, you will see the following message: **“Document has been modified.”**



This is a warning **not** to accept the document. Printing any signatures and text will not be possible. Send the file back to the originator.

If the document is true, it will display the following that the document has not been modified, and is original. Signature plate can be viewed in the audit trail and physical printing of the signature is possible.



By validating, you can continue with signature signing, saving, and printing of the electronic signatures. If you have a modified document, ApproveIt will inform you that you cannot print signatures.

3-7. Printing an Excel Document with ApproveIt.

The ApproveIt Secure Print command allows you to print your approved document with a visible physical signature. The signature plate appearing on your screen is replaced on printout, with your actual signature, as example below:

Sincerely,

Dawn Smith

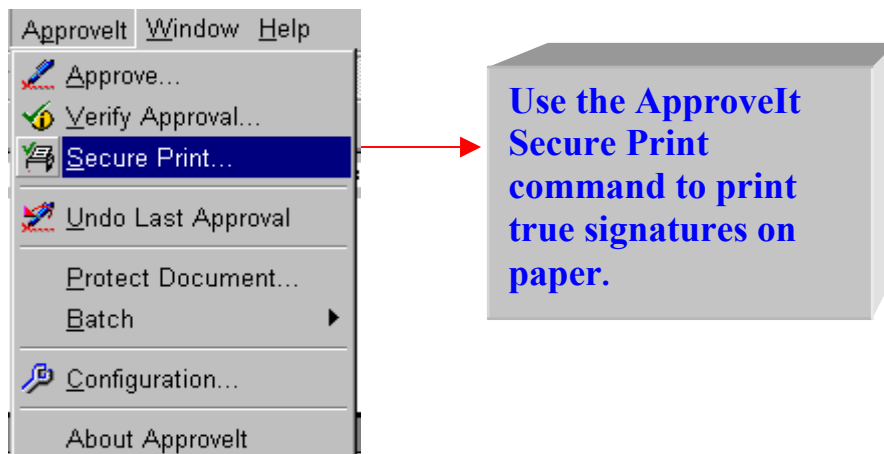


Actual Signature when printed

If you attempt to ApproveIt Print your document before it is approved, or if it has been modified after being approved, you will be given a notification warning, and this Print command will be ignored.

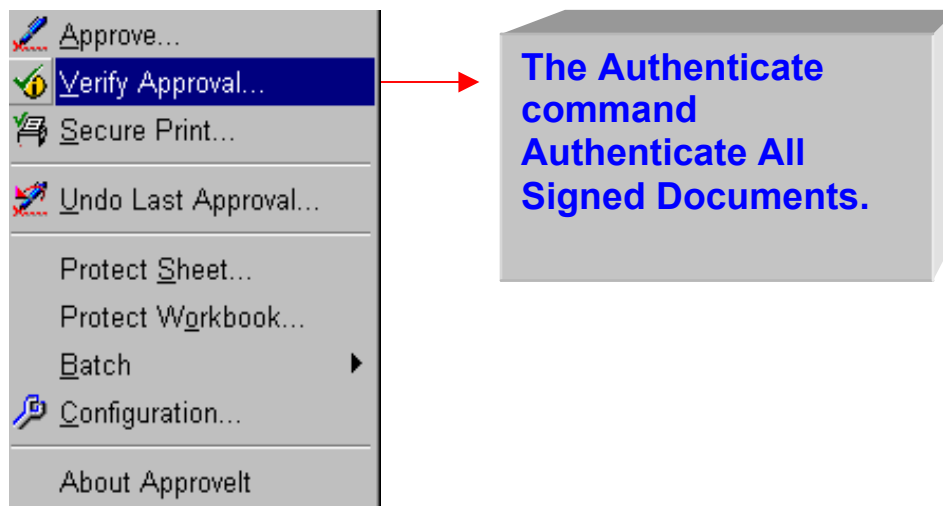
To print non-approved documents, use the standard Microsoft Word's or Microsoft Excel's File Print command.

When you are ready to print an Excel document, **DO NOT use the MS File option**. If you do, you will print the signature seal and not the true signature. You must use the **ApproveIt Secure Print** command.



3-8. Authenticate Command in MS Excel.

The Authenticate command in ApproveIt is very powerful. It reviews your document to insure no tampering has occurred during the transmission of the specified document.



You can immediately authenticate your document and confirm whether any changes were made previous to the last approved. If you attempt to execute this command on a document that has not gone through the approval process, you will be notified with a message that “**This file has not been approved**”.

It is noteworthy to mention that if you alter an approved document and then restore it to EXACTLY the original state, ApproveIt Authenticate will accept the file as unmodified. This is called re-validation.

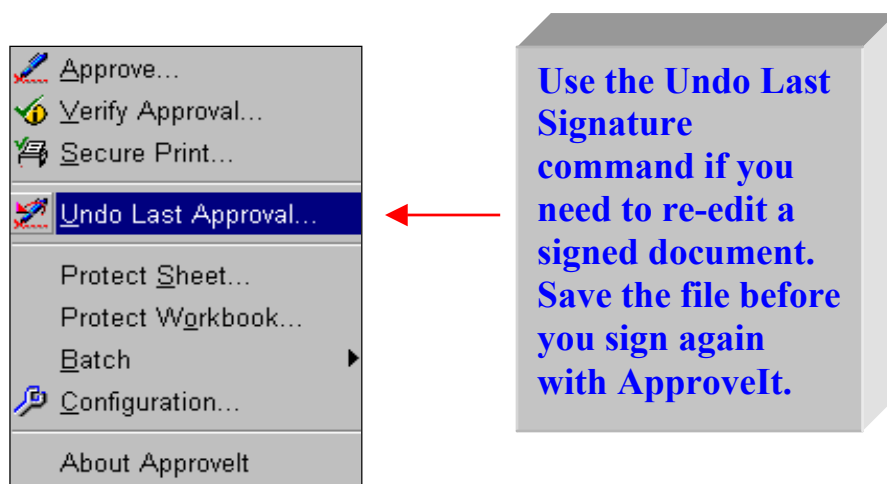
3-9. Batch Operations in Excel.

Batch operations within Excel are similar to batch processing with MS Word. Again, make sure each spreadsheet to be signed has enough room for your signature element. This is for the quality of the signature structure. Go **to ApproveIt**, click on **Batch**. Select the files you want to approve. It is simple, and effective.

3-10. Undo Last Approval in Excel.

The undo last approval command in MS Excel is used when you find that data in the spreadsheet was incorrect, and signing the document should be delayed until the correction has taken place. Once you **save** a document, you cannot undo the approval. The signature becomes permanent. Always generate a backup file by clicking on the “**Save Unsigned Copy**” in ApproveIt. If you sign the original, save it, then find a mistake, you cannot correct any text in the file. You must redo, and destroy the old file. This is why you need a backup copy. Once you sign, and **save**, the signature plate becomes a permanent part of the document or letter.

The “**Undo Last Approval**” command is located in the ApproveIt menu.



3-11. The Configure Command in EXCEL.

Once the Configuration commands are set, do not make any changes unless you inform your assigned System Administrator. Any unqualified changes could degrade software performance.

4-0. USING APPROVEIT WITHIN MS OUTLOOK or EXCHANGE.

4-1. ApproveIt Supported As Attachment In Outlook or Exchange Mailer.

ApproveIt 5.22 for Office has been redesigned for improving your mail merge capabilities within Microsoft Outlook 98/2000. You must process your Word or Excel documents with ApproveIt signatures then include as an attachment into the Outlook or Exchange mailers. This process will enhance the integrity of validating signatures each time you e-mail.

If you do any signing, do it within your attached MS Word, Excel, Adobe, or AMEDD document. Remember both sender and receiver must have ApproveIt, and Outlook or Exchange on their desktop. It is important to understand that you can open an attached signed document inside the mailer, make the necessary changes, sign the document, and continue to forward to the next person. You don't have to copy or save to your hard drive to make the changes. It is simple and easy. Make sure you save the attached document before you sign in the next signature phrase. If you have multiple signatures, you must do a “**Save**” before you forward to the next person. It will help to do a “**Verify Approval**” before you send a document to make sure you have not modified any contents within the document. If it is modified, your signature is invalid, and you must inform the previous signer. They will re-furnish you another copy. Always keep a backup copy of your work, and rename. It will be your backup in case someone alters the document(s) during transmission.

4-2. Attached Documents Within Microsoft Outlook or Exchange.

The signature phrase will be the same one used inside MS Word or MS Excel. All Signature phrases begin with **{SIGNATURE1}**. Adobe Writer/Distiller have a slight different process that is mentioned in a later chapter. Make sure that as your finalizing your text, you include the correct signature phrases for each employee who will be signing a document. Recommend write-ups be accomplished in MS Word, and inserted as an attachment to your Outlook or Exchange mailer. If you have multiple signatures, you will have a string of signatures. Each one will have an additional number added to the next order of signing. An example would be like: **{SIGNATURE1}**, **{SIGNATURE2}**, **{SIGNATURE3}**, **{SIGNATURE4}**, etc. The signing is accomplished in sequential order.

4-3. Forwarding Attached Documents Within Microsoft Outlook or Exchange Mailer.

Signed documents should be secured within the Outlook or Exchange mailer. The displayed message portion of Outlook or Exchange will not contain any signatures. All your signed documents will be included as an attached Word, Excel, Adobe, or AMEDD

file and secured with ApproveIt. Your message information in the mailer should contain information you wish the recipient to acknowledge. The last person to sign the any document should forward to each member on the list a copy of the finalized correspondence. Do not accept or process a document that has been modified or altered. Notify the previous signer that their document was not secured when it arrived at your location.

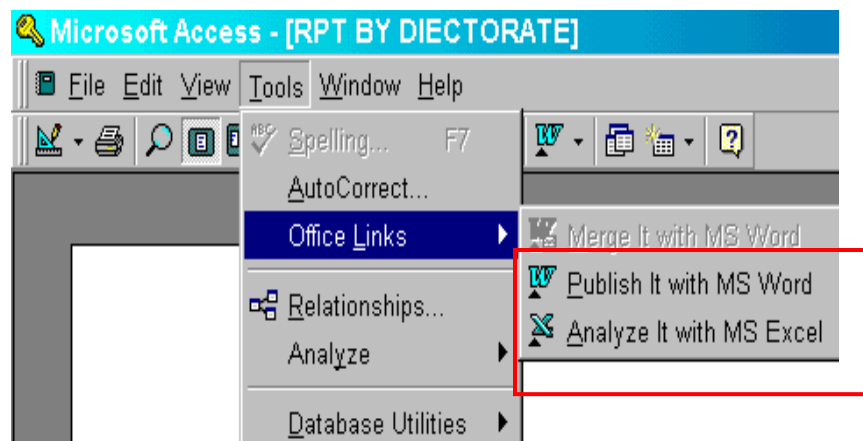
5-0. HOW TO USE MICROSOFT ACCESS TO OUTPUT FILES WITH APPROVEIT?

5-1. Converting Access Output Files To Word/Excel for Signature Approval.

- If you have the MS Access program on your desktop, you have the capability to convert your Access Output files into MS Word or MS Excel, and sign with ApproveIt. You have the additional capability of converting the signed document into Adobe Acrobat as described in a later chapter on Adobe.
- This can be accomplished by doing the following:

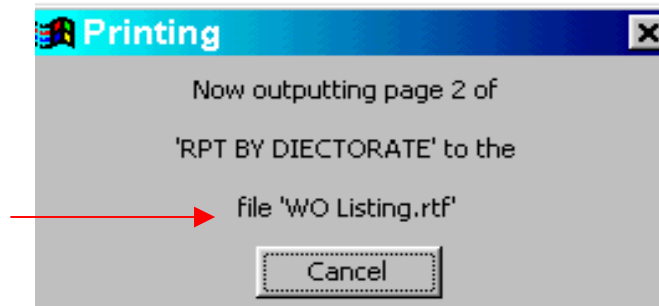
Decide what report or output file you wish to generate. Once you generate the report and have it on the screen, go to the [Tools](#) bar in Access, and click on [Office Links](#).

You will see the following dialog box:



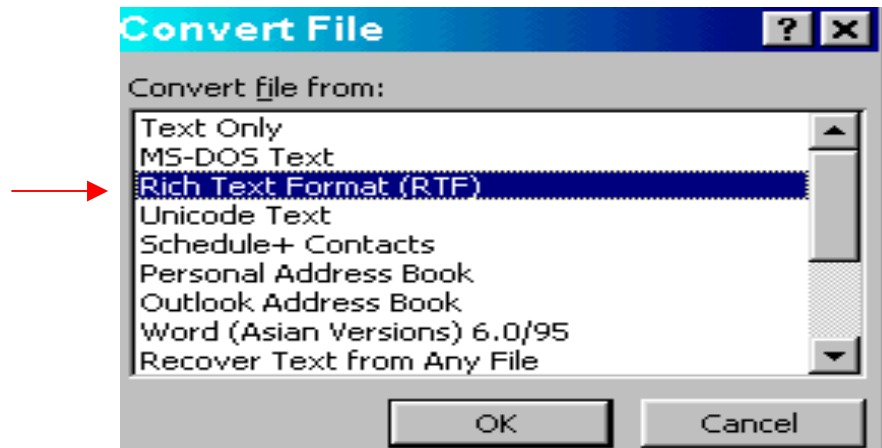
Click on [“Publish It with MS Word”](#) or [“Analyze It with MS Excel”](#).

Upon generating the output file, you will see the number of pages being printed out plus the extension associated with the file.



The printing document will have “.rtf” extension for **rich text format**.

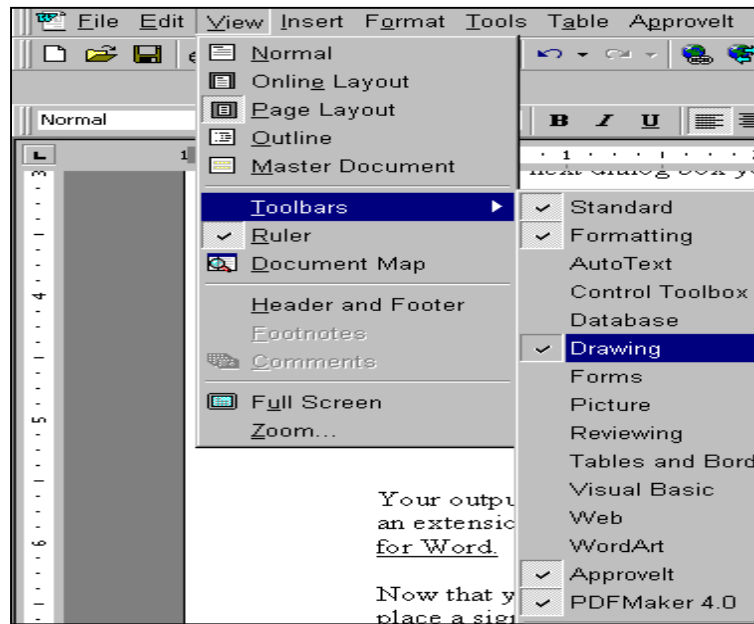
The next dialog box you will see will be the Convert File dialog box. Hit **OK**.



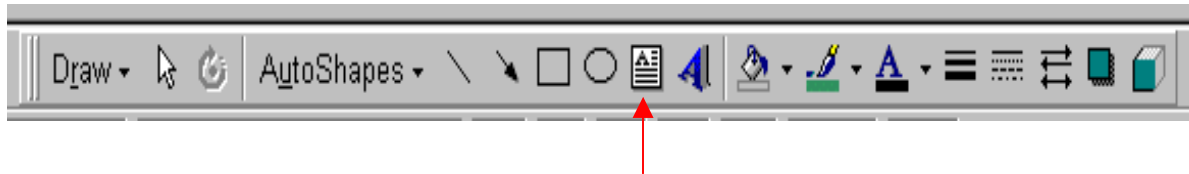
Your output file or report file will appear on your screen. Note that the title of the file will have an extension of .rtf. Save the file to a new name with an extension of .doc. The .doc extension is for Word.

Now that you have changed your file extension to a word or Excel document, you are ready to place a signature block within the report to validate. Remember, if you choose to convert your database to Excel, click on “[Analyze It With MS Excel](#)” from the Office Links.

The above step describes how to setup your output file. The next step is to include your electronic signature element within the document authenticating its contents. To do this, you need to open from the **Tools** area the **Drawing** Tool Bar. See below for dialog box:



The Drawing area of the tool bar will display as the following:



Select the **Text Box** shape to draw your box for the signature element. Open the box in the area where you wish to place your signature element. Inside the box, type in “Certified by:” or whatever, then follow by: **{SIGNATURE1}**, your full name in caps, Title, Organization, and Date: **{DATE1}**. The example block will appear as follows:

Certified by:

{SIGNATURE1}

DAWN SMITH

Budget Analyst

IOD, Date: **{DATE1}**

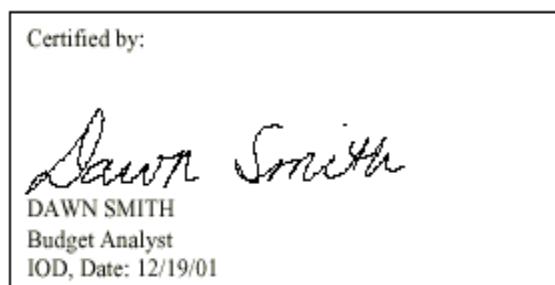
Do a save. Click on **ApproveIt**, Click on **Approve**. Type in your password, and click **OK**. **{SIGNATURE1}** will be replaced with your signature seal, and **{DATE1}** will be replaced with the current system date.

Below are the final results of the rich text format file with this text box insert for signing with ApproveIt.



Once you have the seal exposed and the rest of the information, you can then forward the report via e-mail to a recipient or you can print out the report with your full signature by clicking on [ApproveIt](#), [Verify Approval](#).

Additional benefit is converting this file into Adobe Acrobat Writer to PDF format. It takes only seconds, with your signature visible within the file.



You will need Adobe Acrobat 4.0 or higher on your PC to convert the file to PDF format. This can be accomplished by clicking on [ApproveIt](#), [Secure Print](#), then selecting [Adobe Writer](#) as the format. Make sure that you click on "[View PDF File](#)" to launch and view your final product in PDF. You will also be asked what you want to name the file and File location. The process is easy and can be accomplished in seconds.

6-0. **AMEDD FRONT ENGINE.**



6-1 **THE WHITE SANDS MISSILE RANGE FORMS SUPPORT SYSTEM.**

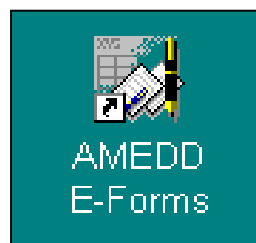
The ESMIS program incorporates a form support engine system designed by Army Medical Command for physically signing electronic forms using the Silanis ApproveIt Module. The program was customized for use at White Sand Missile Range, and has become a success in helping motivate the migration to electronic signature technology.

A Memorandum of Agreement between White Sands and Army Medical Command has been established. The agreement includes the support of 2000 licenses. This amount will be increased each year until a site license has been established.

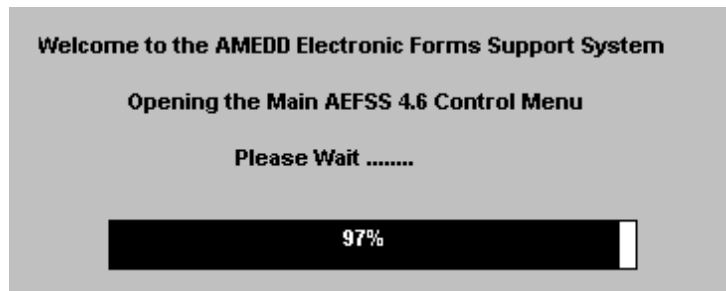
The AMEDD software engine refers to the [Army Medical Command Electronic Form Support System \(AEFSS\)](#).

6-2. **The AMEDD Icon.**

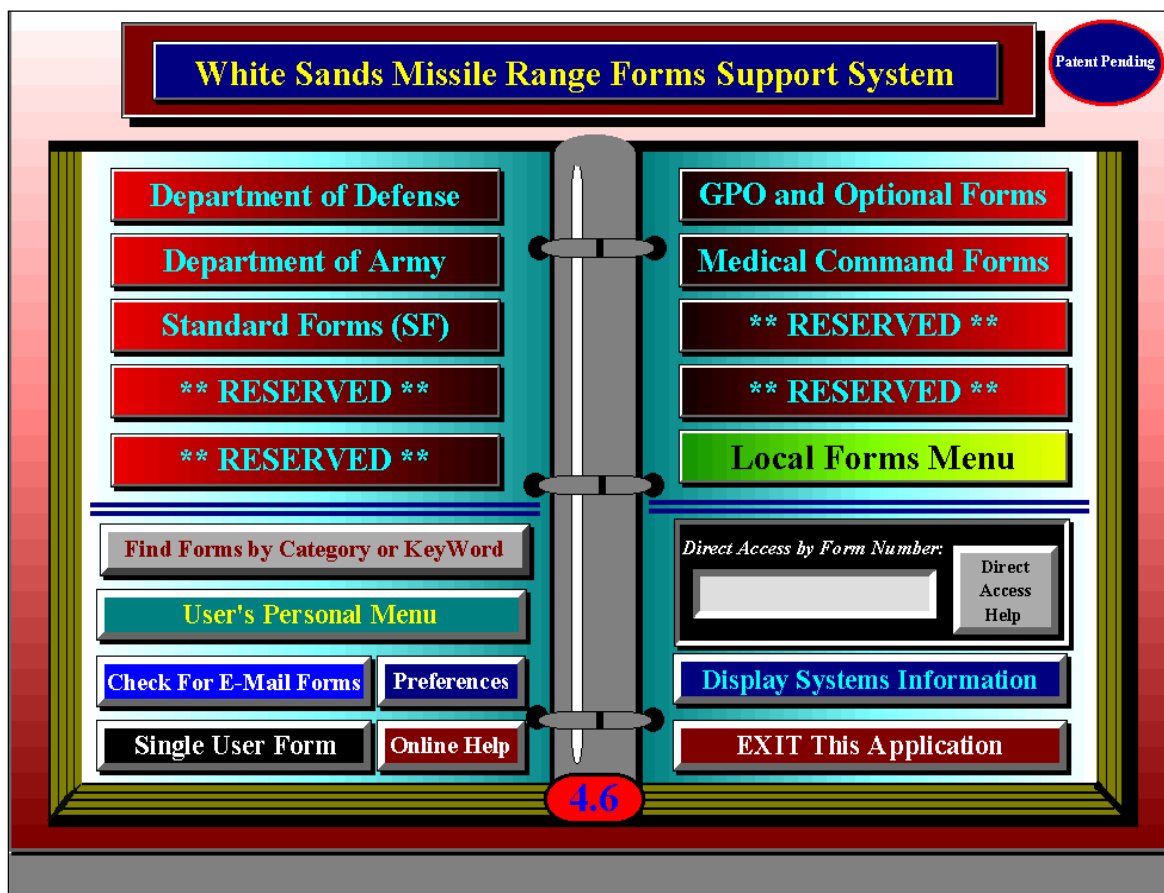
When loaded on your desktop, it will display icon called: [AMEDD E-Forms](#). Example as follows:



6-3. The AMEDD Menu Screen. Army Medical Command has customized the menu screen for White Sands Missile Range. When you double click on this icon, you will see the dialog box below that informs you that the program is being loaded.



The menu screen will next appear. Current Version is 4.6.



The menu screen has color buttons with functions to assist with your needs. You must familiarize yourself with the screen.

Click on



On-Line Help: The dialog box provides the capability to view an area on “**how to**” do a certain function in AMEDD. When you open a form, can click on the help option in the tool bar area to view the contents of each button. Click on each button. It will provide information on a particular command. Click to activate. Familiarize yourself with each one. Print out a copy and place the contents in a binder or folder for future reference. Additional notes can be inserted into the user manual for reference.

The following help sections will be displayed to inform you of specifics:

New Features

- ***Getting Started (AEFSS Basics)***
For the Beginner – Simple step-by-step instructions on using the AEFSS front-end menu.
- ***Do You Need Help Locating A Form?***
This procedure helps you locate forms by Keyword or Form Number
- ***Advanced Features Using the AEFSS System***
Instructions on using more advanced AEFSS front-end features
- ***TroubleShooting Guide***
Suggest possible solutions to situations that may arise when using the AEFSS System.
- ***Supported Forms For this Release of AEFSS***
Complete listing of all forms supplied with this Version 4.6 of AEFSS.
- ***Deleted Forms***
Listing of Deleted Forms and Forms with Data Structure Changes for AEFSS 4.6.
- ***Forms Design and Forms File Management***
General Information about Forms Management and Specific Information Pertaining to Unique Forms.

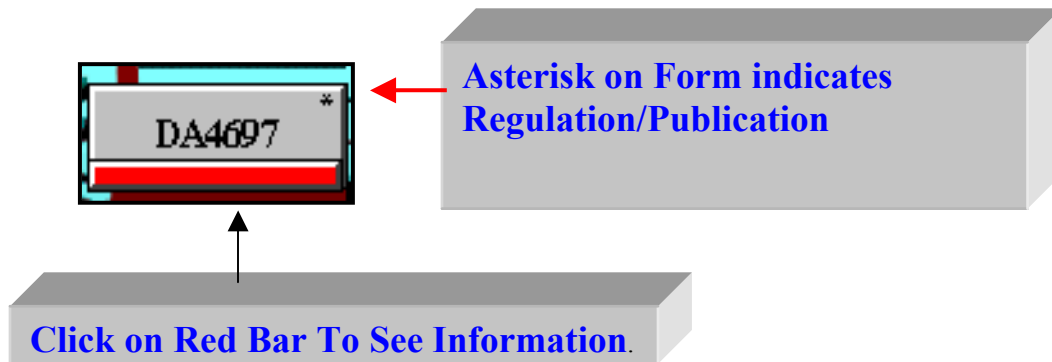
7-0. AMEDD FEATURES.

7-1. On-Line Help. Click on the **ONLINE HELP** button located near the bottom center of the Main Menu. The HELP TOPICS feature has been added to the On-Line Help. The **HELP TOPICS** button is located on the ribbon bar near the top of the screen. You may display the index entry you desire or key in the first few letters of the word you are looking for. The appropriate topic will display or a list of topics found for the selected index entry will display if more than one topic is found.

7-2. Display a Publication or Regulation Associated with a Form.

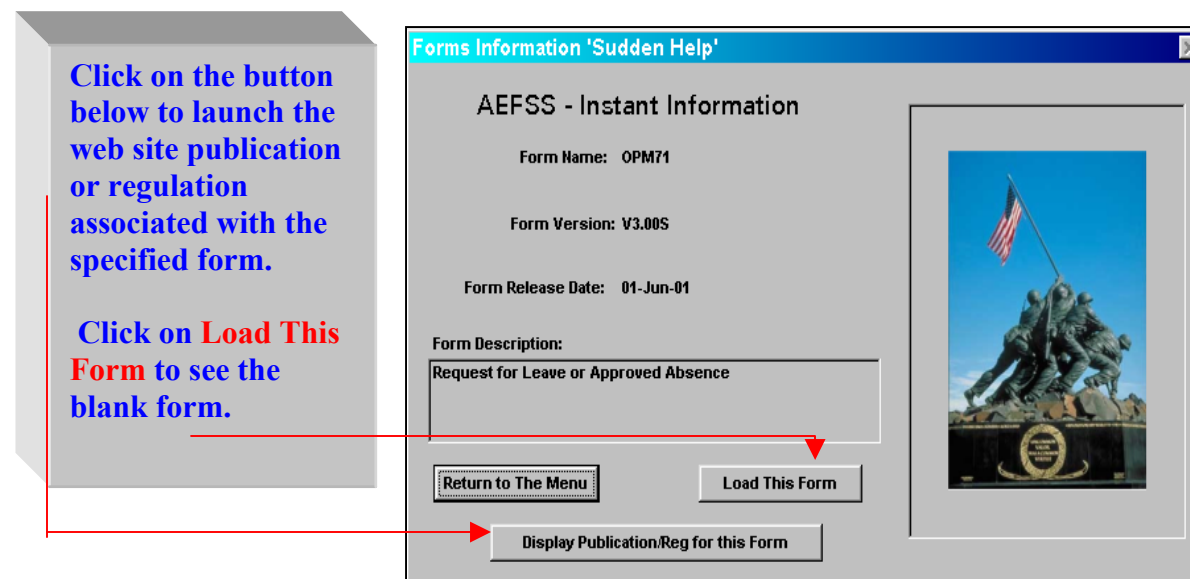
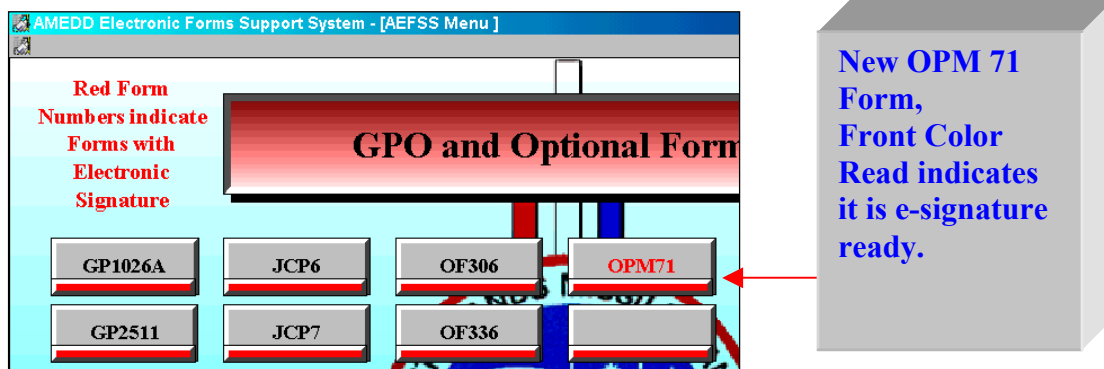
You can launch or display a publication or regulation associated with the form you are filling out. If you see an asterisk (*) on the top right corner of the button, a regulation or publication will be accessible from US Army Publications Agency (USAPA) with information relative to the form. When you click on the red bar in the button, information will be displayed about the form. There will be a button that you can click on that will display publication/regulation for the form.

This action will take you to the USAPA web site on publications or regulations. Remember, only those with an (*) will take you to the USAPA web site.



Each time you click on the red bar, you will see the information dialog come up concerning that particular form. If you wish to go to the USAPA web site, click on the **“Display Publication/Regulation for this Form”** Button.

7-3. Signature Forms Identified with Red Lettering. A improved feature to version 4.6 is the **“red”** form number indicating forms with electronic signature capability using ApproveIt.



7-4. Un-installing AMEDD.

If you decide to Un-install your AMEDD program, contact your System Administrator for assistance or guidance. If the SA is not available, do the following: Go to **Start, Programs, JetForm FormFlow, Un-install AMEDD Electronic Forms Support System**. Double Click to activate. It will take about 30 seconds. Do a Shutdown, and restart your system. Recommend you un-install the AMEDD program when PC is assigned to another individual.

8-0 FORMS DESIGN AND FORM FILE MANAGEMENT.



8-1. Electronic Form Design Information.

Army Departmental Forms (SF, OF, DD, DA, etc.). Army departmental forms contained in the AMEDD Electronic Forms Support System (AEFSS) are designed, managed, and distributed by the U.S. Army Publishing Agency (USAPA), the Department of Defense (DOD), or the General Services Administration (GSA). These departmental forms are distributed in “locked” format – WE CANNOT MAKE CHANGES. Users should refer questions concerning form design or fill problems to their local forms management office for resolution.

U.S. Army Medical Command (MEDCOM) Forms: MEDCOM forms are designed, managed, and distributed by the Forms Management Office, U.S. Army Medical Information Systems and Services Agency (USAMISSA). All forms were designed using JetForm’s FormFlow Designer software and were "locked" using FormFlow, version 2.23.1.

Local Forms: Your local Forms Manager and System Administrator may design and add local electronic forms to AEFSS. Forms will be listed in the **Local Forms Menu** button. This will include White Sands Missile Range (WSMR) forms currently on the Z:drive. WSMR is in the process of redesigning all its local forms currently in use to the new FormFlow format with signatures to interface with the AMEDD engine. Form design with signatures supported by Unitec Inc. It will be an on-going process. Electronic Proving Ground (EPG) will utilize local WSMR electronic forms as they become available.

Electronic Signature Forms. The USAMISSA Design and Development staffs are working closely with Accelio (FormFlow), Silanis Technologies (ApproveIt), and U.S. Army Publication Agency (USAPA) engineers to create a better signature environment within the AMEDD front-end engine. USAPA utilizes ApproveIt and AMEDD template to interface form design with signature attributes. For more information and instructions on how to use this new technology,

click on the **On-Line Help** button on the AEFSS Main Menu and then New Features and using the Electronic Signature.

8-2. Electronic Forms Standardization.

Electronic Form Standardization: All forms contained in the AEFSS are official electronic forms. Using these forms ensures that forms and data will be compatible throughout the AMEDD. Both GSA and DOD have official electronic forms posted on web sites. However, those form files may have different data structures than the e-forms distributed by USAPA and contained in the AEFSS. We discourage the use of any electronic departmental forms other than those distributed in AEFSS, unless the unit forms management officer has approved an exception. Not only may unauthorized forms get rejected - worse yet; any data saved with unauthorized forms may not be retrievable with the official forms later released in the AEFSS.

8-3. Form File Names Using AEFSS.

File naming conventions used in the AEFSS are:

a. **DA Forms**. Department of Army (DA) forms are designated by the prefix "**A**" Example: The DOS file name for DA Form 2446 is "A2446.FRL."

b. **DD Forms**. Department of Defense (DD) forms are designated by the prefix "**D**" Example: The DOS file name for DD Form 1610 is "D1610.FRL."

c. **OF Forms**. Optional forms (OFs) are designated by the prefix "**O**" Example: The DOS file name for OF 41 is "O41.FRL."

d. **SF Forms**. Standard forms (SF) are designated by the prefix "**S**" Example: The DOS file name for SF 1034 is "S1034.FRL."

e. **MEDCOM Forms**. MEDCOM forms are designated by the prefix "**MC**." Example: The DOS file name for MEDCOM Form 250 is "MC250.FRL."

f. **"OPM" Forms**. Example: The DOS file name for OPM Form 71 is "OPM71.FRL"

g. **Hyphens/Dashes**. Hyphens or dashes contained in form numbers are replaced in the DOS file names as underscores to comply with standard file naming conventions supported by ISO 9660 for CD-ROM. Example: The DOS file name for DA Form 3161-1 is "**A3161_1.FRL**."

h. **Multi-Page Forms**. Multi-Page forms are usually contained in a single form file. However, some forms such as the SF 86, Questionnaire for National Security Positions is a large multipage form obtained from the DOD Electronic Forms Repository and the form consists of several separate files; one for each page of the form.

8-4. Data Files.

The AEFSS establishes a default naming convention and file location for all data files saved with the eforms contained in the system. The data files for a form are automatically created when a form user opens that form. The purpose of using a default is to maintain standardization across the entire AMEDD. This standardization ensures that when an eform is filled at one AMEDD location and then packaged and emailed to another location, the recipient will be able to open the eform package and view the form and data exactly as it was created at the location of origin. A form may have as many as three associated dBase data files. Data files with the extension .DBF and .FDS are used to store data entered in the form during the form fill stage. A third data file with the extension **.DBT** may be created if a field on the form is more than 256 characters in size. As an example: form file A31.FRL (DA Form 31) creates and saves data into files named A31.**.DBF**, A31.**.DBT**, and A31.**.FDS**. Generated data files will reside at **C:\FormFlow\data**. This is important to using AMEDD.

8-5. Electronic Form Version Numbers.

a. Electronic forms designed by USAPA and MEDCOM are marked with a version number. (For example: "USAPA V2.10" or "MC V1.00") printed at the bottom right corner of the form, distinguishes them from printed, stocked, or -R paper forms. Version numbers apply only to electronic forms.

b. The version number will change when the form is revised or the electronic attributes are modified to the extent that data files created by an earlier version are no longer compatible. Sub-version numbers following the decimal will change when electronic attributes are modified, but earlier data files can still be used. For example, versions 2.00 and 2.10 will accept the same data file since both are considered version 2; both versions, however, would be superseded by version 3.00.

8-6. Form Specific Design Notes.

a. Type Standardization. The customary information (form title, box heads, column headings, etc.) on most forms, is Universe TrueType. On most forms the filler font is CG Times TrueType.

b. Columnar Forms (example: DA Form 2446). The first line entry in the column areas may be entered by tabbing across the top line; however, since the right most column is a variable length field, the cursor will not properly reset to column 1 with the TAB key. The cursor may be manually reset in column 1 by use of a mouse and the return/enter key, or the cursor pad and return/enter key.

c. DA Form 67-9, Officer Evaluation Report. Two fill fonts are used in this form. The data portion uses a 10-point CG Times font; the narrative portion uses a larger 12-point CG Times font. Registration marks (small cross like figures) have been placed in several places on this form to aid in final processing.

d. DA Form 638, Recommendation for Award. This form incorporates some distinctive design features. Knowing what these features are and understanding how the form works will make using it easier.

(1) The type of award entered into block 10, Recommended Award, determines the font size, line spacing, and number of lines that can be entered into block 21, Proposed Citation. The form is designed to accept as a valid entry in block 10 any one of 12 types of awards. Users can see what these valid entries are by clicking the 'question mark' (?) or the letter 'L' on the status bar at the bottom of the screen or the 'View Field Help' button on the second row of the toolbar at the top of the screen. Six of the valid entries will allow six lines of text to be entered into block 21. The other six valid entries will allow nine lines of text to be entered into block 21. These limitations on the amount of text accepted into block 21 are in accordance with Step 15, Table 3-4, AR 600-8-22.

(2) Block 21 can not be filled unless block 10 is filled. When filling the form, don't use the mouse pointer to place the cursor into block 21; use the tab key. To get into block 21 without tabbing through the form, click the mouse pointer into the block above it then tab into block 21.

(3) Block 10 contains two data fields, the first for the type of award and the second for the addition of an oak leaf cluster or number of award. If the award for which the form is being prepared does not require an entry for oak leaf cluster or number of award, tab past the second field in block 10 and continue entering information in block 11.

e. DA Form 2166-7, NCO Evaluation Report. Two fill fonts are used in this form. The data portion uses a 10-point CG Times font; the narrative portion uses a larger 12-point CG Times font.

f. SF 85, Questionnaire for Non-sensitive Positions, Sep 95. This is a large multipage form obtained from the DOD Electronic Forms Repository.

g. SF 86, Questionnaire for National Security Positions, Sep 95. This is a large multipage form obtained from the DOD Electronic Forms Repository.

h. Graphic Image Files. Graphic images contained in forms are stored in a separate file. As an example, the image file for DA Form 3449 is "A3349.IMG." For the form and the graphic image to merge properly, the graphic file MUST be located in the same DOS directory/subdirectory as the form file.

i. Electronic Signature Forms. There are 15 forms in version 4.6 of the AEFSS that are enhanced to accept electronic signatures using Silanis Technology's ApproveIt software; ***DA Form 3711, *DA Form 4465, *DA Form 4466, *DA Form 5017, *DA Form 5019, *DA Form 5521, *DA Form 7412, OPM 71, SF 1034, DD Form 1610, DD Form 2161, DA Form 638, DA Form 3161, DA Form 7222, and DA Form 7223. Asterisk (*) in front of form indicates NEW Electronic Signature Forms.** The AEFSS Design and Development staff is working closely with Accelio, formerly JetForm (FormFlow software), Silanis (ApproveIt

software), and USAPA (Forms design) to develop Army-wide eforms electronic signature standards, procedures, and design. We anticipate that USAPA will someday distribute all their eforms with electronic signature capability. For more information and instructions on how to use this new technology, click on the On-Line Help button on the AEFSS Main Menu and Using the Electronic Signature. As with any new software, this new feature will require that form users learn how the electronic signature works and what it does to their form. It will change how they fill and handle the form. Electronic signature software has a security feature that allows users to enter data into a field on a form and then sign the form and secure that data. If the data in a secured field is changed after the form has been signed, the signature goes away. Likewise, if an electronic signature has secured an empty field on the form and then the field is subsequently filled, the signature goes away. The form user must ensure that all required fields are completed before the electronic signature is applied. In view of the above, the most frequent problem form users will experience is the electronic signature disappearing. Following are examples of how form users must change their way of filling and signing a form.

EXAMPLE 1 - OPM Form 71(Request for Leave or Approved Absence):

- Most forms are designed with a "**signature**" block to the left side of a form and the "date signed" block to the right side of the form. The Office of Personnel Management Form 71, Request for Leave or Approved Absence, is a good example. When completing a paper form, users normally sign the form and then complete the date signed block. This sequence must be reversed when using electronic signature. The "**date**" block must be completed first then the "signature" field electronically signed to secure the entry in the date field.
- If the electronic signature is applied first, it secures the "date" field with no data entry. If the user then enters data into the "date" field, the signature will go away since the field is no longer empty. Also, if the "date" field is completed and the "signature" field signed, you cannot then change the date field without the signature disappearing.

EXAMPLE 2 - DA Form 638 (Recommendation for Award):

- On the DA Form 638, Recommendation for Award, the award recommender must complete Part I, II, and III of the form. The recommenders' signature block is in Part II of the form. However, if the user electronically signs the form in Part II then he/she cannot complete Part III without the signature disappearing.
- Therefore, the form user must: **(This is Important)**

Complete all items in Part II and I accept the signature block.

Complete Part III of the form.

Return to Part II and apply the electronic signature, which will secure all entries.

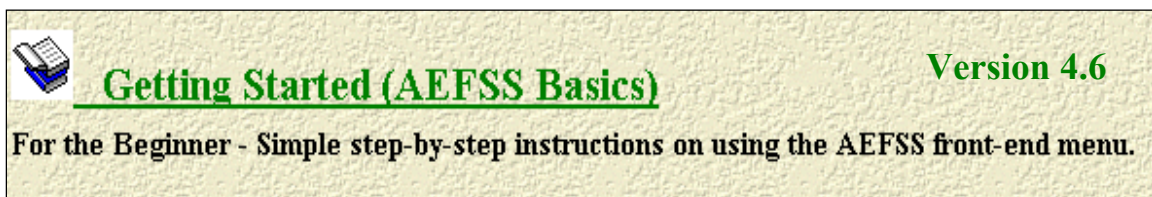
j. If you ever need to find a specific electronic form, not in this program, you can use the Internet web site at USAPA, www.usapa.army.mil to obtain further guidance to other government agencies and their electronic forms.

8-7. E-FORMS Survey Sheet.

Your comments are essential to the success of this system. To help us evaluate the system and your needs, we have again included a survey form. You may open the survey form from the main menu under **Display Systems Information** or in the **Local Forms** menu. Even if you completed a survey form in a previous version of AEFSS, we encourage you to evaluate this version 4.6. You may supply the survey form to your System Administrator at any time.

9-0. **GETTING STARTED (AEFSS BASICS) ON-LINE HELP.**

9-1. New User: Opening A Form (Step-by-Step).

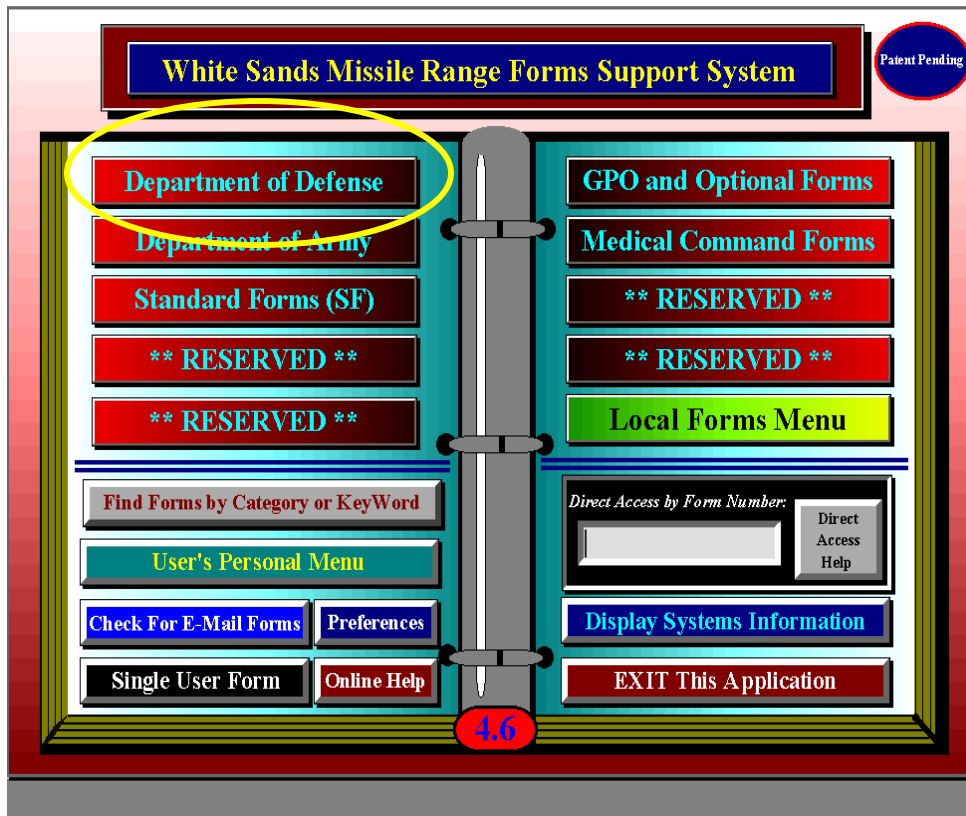


This dialog box will guide you step-by-step how to access any form. In particular, locating the DD Form 1354. This exercise is very helpful because you will learn how easy it is to access a form within the AMEDD engine. Notice that the White Sands Zia logo in the background where the forms are located. If you move into the Department of Defense area, you will have a block of forms to find. When you click on that block, you will see a range of **42 forms per page** appear. On the bottom to the right of the screen, you will see the button MORE. This will move you into the next block of forms within the DD forms range. Under each button, you will see a **red line**. If you click on the line, it will provide you information on that particular form. Within the button, you will see the date of the form, the version of the form, and title of the form. It even provides a button if you wish to load the form. If the desired form is part of the AMEDD system, it automatically creates the database for the form.

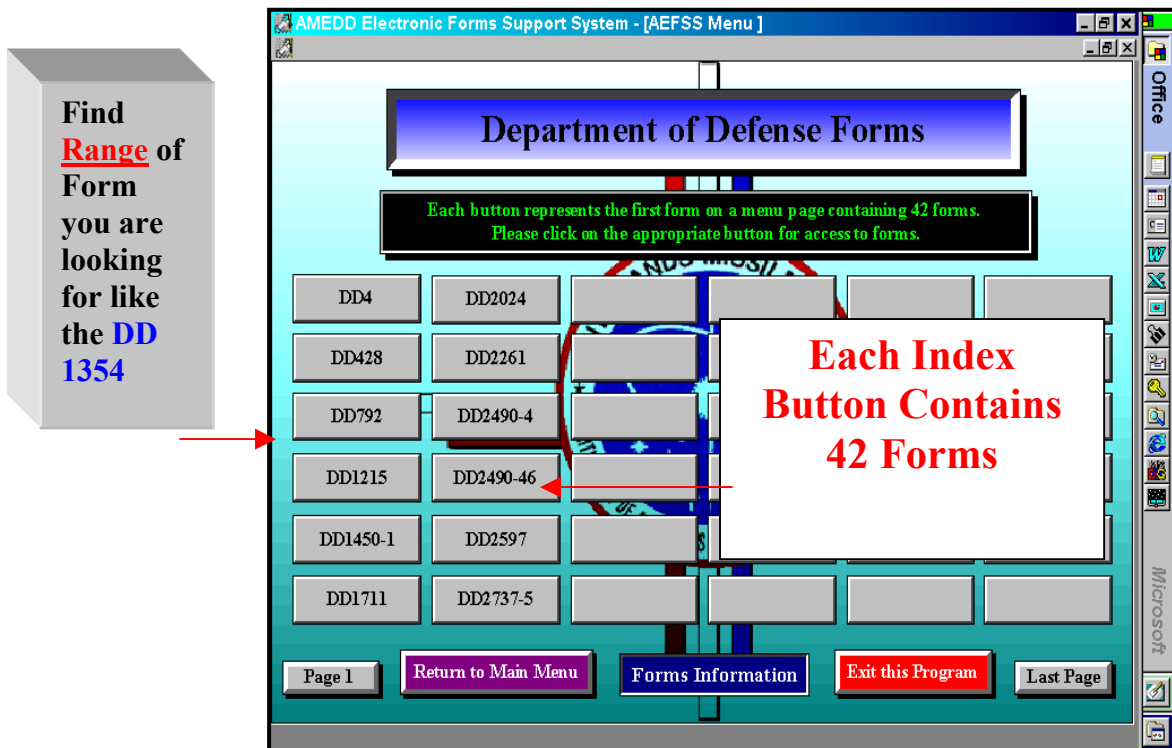
Within the menu screen, click on Department of Defense button to locate the **DD Form 1354**.

Click on the Department of Defense button.

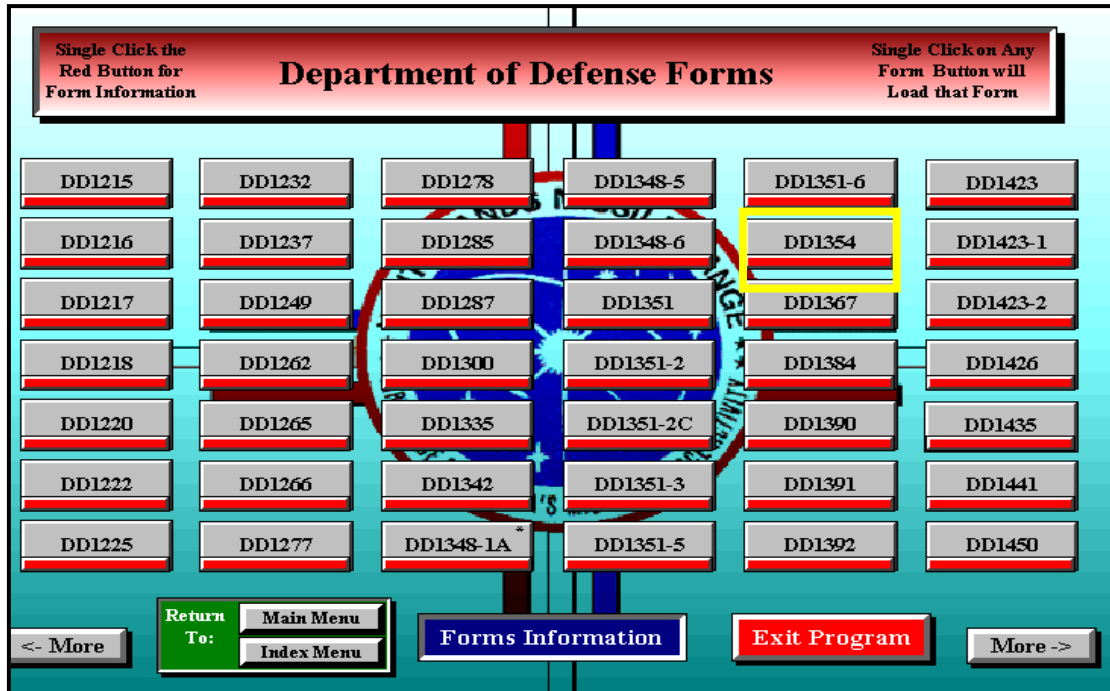




When you open the **Department of Defense** Button, you will see the following:



Next you would select the “**Index**” button value that is equal to or less than the form number that you want. In this case, since you are looking for form “**DD1354**” you would select the **Index Button DD1215**. This represents the first form on the fourth page of the DD Forms (remember, each button represents a page of 42 forms). The Form Selection Menu screen displays form numbers are on the face of each button.



Point and click on the form button **DD1354** to open and display that form. To get **Form Information** or “**Sudden Help**” about a particular form on this menu page, just click on the small **RED** bar at the bottom of the button for that particular form.



Information about this form is displayed such as: Form Name, Form Version, Form Release Date, and Description. You may return to the Forms Selection Menu or you may open that form by just clicking on “**Load This Form**” button.

Forms Information 'Sudden Help'

AEFSS - Instant Information

Form Name: DD1354


Form Version: V3.00

Form Release Date: 01-Feb-90

Form Description:
Transfer and Acceptance of Military Real Property.

[Return to The Menu](#) [Load This Form](#)

[Display Publication/Reg for this Form](#)



To open [Table of Form Information](#) on all forms on this Menu Page, just click on the Forms Information button located the lower center of this menu. Click [Forms Information](#).

DD1225 DD1277 DD1348-1A* DD1351-5 DD1392 DD1450

[Return To:](#) [Main Menu](#) [Index Menu](#)

[Forms Information](#) [Exit Program](#)

[<- More](#) [More ->](#)

Double Click on Form Number to Load that Form

Forms Information Table

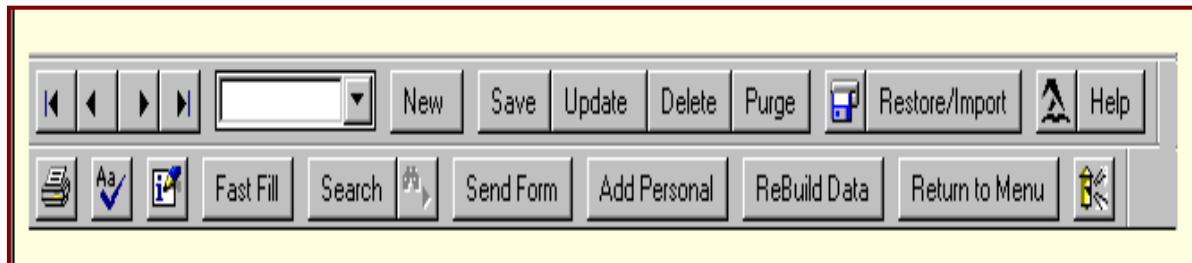
[Return to Selection Menu](#)

Form Number	Form Title	Version	Form Date
DD1215	Unit Weight Determination "Volume of Hole" Methods.	V1.00	1 Aug 1957
DD1216	Specific Gravity Of Bituminous Mix Components	V1.00	1 Dec 1965
DD1217	Bituminous Mix Components Aggregate Bl		Dec 1965
DD1218	Marshall Method-Computation Properties		Dec 1965
DD1220	Concrete Mixture Design Data.	V1.00	1 Aug 1957
DD1222	Request for and Results of Tests.	V1.00	1 Feb 1962
DD1225	Storage Quality Control Report.	V1.00	1 Dec 1983

Elevator Button

If you click on the specified form number, the form is automatically opened. Use the [elevator button](#) on the right side to move up and down in the dialog box.

After the form is opened all functions will be found on either the **Toolbars or Menu** buttons. To examine the functions click on a button.



Select "[Return to Menu](#)", then "[Main Menu](#)" to return to the Main Menu Screen.

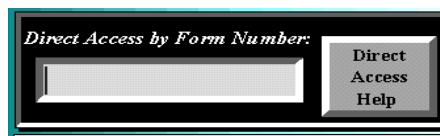
9-2. AEFSS Main Menu (Functions of the Open Menu).

To open the AEFSS Main Menu, click any button on this image to display its function. It is a good idea to understand the main menu in AEFSS, therefore, below are menu button definitions on what each button provides. Menu Buttons listed below:

"[Categories & Keywords](#)" have been added to assist in locating forms when the form number is not known.



"[Direct Form Access](#)" allows bypassing the index menu for quick access to a form. To Access a form using the Direct Form Access method, enter the form number in the Direct Access dialog box and depress the Return Key. Use Direct Access Help if you are not sure.



"[Personal Menu](#)" button allows grouping the more frequently used forms in one place for easy access. This function allows adding up to 36 forms used within a given day.



"[Local Forms Menu](#)" contains WSMR forms redesigned for signature interface with AMEDD.



"[Preferences](#)" button selects both AEFSS and Form Flow Filler operational preferences. This button selects or changes the mail support system; it also will enable enhanced printer/screen fonts and force conversion of form databases. Do not attempt to modify. Contact



your System Administrator first.

“[Display Systems Information](#)” provides information about the AEFSS system and provides access to the Survey Form.



“[Check for E-Mail Forms](#)” will connect to your selected mail support system (Exchange or cc:Mail) and provide a list of all forms that have been sent to you via E-Mail. Do not open received electronic forms in your mailer. Use the AMEDD engine instead, under the [Check for E-mail Forms](#) button.



“[Single User Form](#)” button allows use of Non-Standard or Non-Supported FormFlow Design forms with the AEFSS System. Use this button when accessing White Sands forms on the Z: drive, your hard drive, or any other drive with forms outside AMEDD. White Sands is currently re-designing the z: drive Perform Pro forms to FormFlow filler 2.23 format. They can then Interface with Local Forms within AMEDD.



“[Online Help](#)” provides information about new features, forms design, form file management, basic and advanced features, electronic signature, troubleshooting, supported forms, changes in this release, and more. Study and use online help.

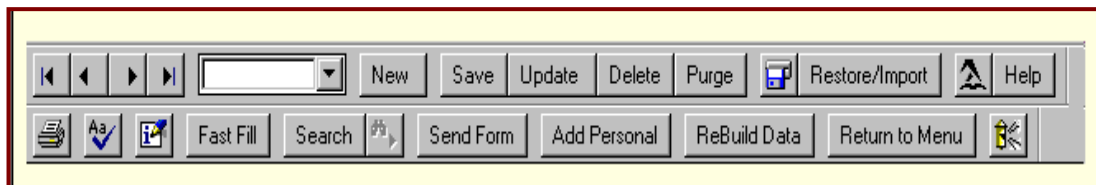


The “[AEFSS Version Number](#)” is displayed at the bottom center of the main menu.



9-3. AEFSS Toolbar Functions and Controls.

Click on any toolbar button for a definition of that button’s function. The dialog box below displays a view of what the entire toolbar looks like when you open a form. Click on each item to review its characteristics step-by-step. The functions were re-designed work within FormFlow 2.23.2 filler environment. FormFlow 2.23.2 filler is utilized within AMEDD.



Below is a short description of each button:

[“Arrow Keys”](#) -



First, Previous, Next, Last

Clicking on the different locator arrows will allow you to browse through records. Some will reference the keys as VCR keys.

[“Down Arrow next to Arrow Keys”](#)



Use the Zoom Control to adjust the magnification level at which you view the form. Select the size you want your form to appear as a percentage of its normal size.

- 200% - Displays your form at twice its normal size.
- 100% - Displays your form at its normal size.
- 75% - Displays your form at three-quarters of its normal size.

[Page width](#) - Reduces or enlarges the display of your form so that it fits within the left and right margins.

[Whole page](#) - Reduces the display so that the margins of the displayed section fit within the form window. This option is especially useful if you want to see all details on form pages with a landscape orientation without having to scroll horizontally.

[Custom size](#) - Enables you to select a certain magnification level using the Percent Control.

[Percent](#) - Reduces or enlarges the display of your form by the percentage you specify. Type a percentage of the form's real size in this field, or click the arrows to select a new percentage.

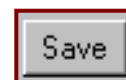
[Preview](#) - Displays an example of how the form looks with current fill information.

- This is a dynamic table that controls the size of the form displayed on the screen. To change the size of the form, just click on the arrow within the Zoom Control panel and this will cause a drop down menu showing all the available display sizes.
- You can select from Fit Window, Fit Sides, Enlarge, 200%, 150%, 100%, 75%, 50%, 25%, and 10%.

[“New”](#) – Clicking on this function key creates a new record.



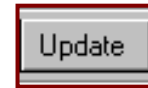
[“Save”](#) - Open and Fill out your form. Click on the **SAVE** button.
This will automatically Save and Append the data



just entered in the current record and displays a new blank record.

- If you try to **SAVE** a record after making an editing change to it, the prompt to Update, Add, or Cancel the record will appear. Always be sure to tab out of the changed field prior to clicking on SAVE.
- Selecting **ADD** button will automatically append the current record with the changes just entered and display a new blank record.
- If you select **CANCEL**, changes to the record are still visible, but not saved.

“Update” - Use the Update command to update changes to an existing record in an existing database. If you edit an existing record without using Update, and you then attempt to move to another record or database, you are prompted by a dialog to save or abandon the changes to the current record. Click the appropriate option:



- **Add** - The edited version of the record will append to the end of the database. The unchanged record remains where it is in the sequence of records.
- **Update** - The record changes, but remains where it is in the sequence of records.
- **Abandon** - Discards the changes and completes the requested action.
- **Cancel** - Stops the requested action and stays on the current record.

Delete - Records are marked for deletion with a symbol on the lower ribbon:



You can still view "deleted" records, which have not been purged because they are still present in the form database. In fact, you can "undelete" a record marked for deletion.

- With your selected form open Locate to the desired record that you want to delete.
- Click the **Delete** button.
- Read the Warning displayed on the screen.
- Click **YES** because you are sure you want to delete this record.
- Read the Warning displayed on the screen. Click **NO** if you would not like to purge the database at this time.
- Notice the new delete symbol on the bottom ribbon indicating this record is "marked" for deletion.

Purge - The button will delete all records selected for permanent deletion. Purging records will permanently remove records marked for deletion. A dialog box will appear stating that **“All previously deleted records contained in the database will be permanently removed. Do you want to purge the database?”** Select yes, no, or cancel. If true, click on yes.



“Diskette Icon Next to Purge” - You can backup data saved on a particular form by using the Backup icon from the button bar.

- Open the desired form.
- Fill in the data in the appropriate blocks within this form and click SAVE or UPDATE. (Locate back one record if you were positioned into a new record after saving the data.)
- Click on the **Backup** icon.



- Place a diskette in the PC floppy drive
- Click on the letter of the drive from the dialog box. A, B, etc.
- If prompted to SAVE, ABANDON, or CANCEL, click on ABANDON.
- When the backup is complete, a dialog box displays with prompt
- "Database translated successfully".
- Click **OK**.
- Remove the diskette. This is a backup copy of your data for that form.

“Restore/Import Button” –



Restoring Your Form Database from a Floppy Diskette.

- Insert a diskette with data previously created using the BACKUP button into the floppy drive and open the appropriate form using the AEFSS menu system.
- Click once on the **RESTORE/IMPORT** button on the ribbon bar and select the correct floppy drive when prompted for A: or B:
- The records for that form automatically append to the data file on the hard drive.
- Please note that restored data backed up in a previous version of AEFSS can cause error messages and unsaved data if the data structure for the form has changed.

Importing Data from a Non-Standard Named Database or from a Different Location.

Importing an external database file into your standard named form database can be accomplished by using the **RESTORE** button. The **IMPORT** feature enables you to append data from a non-standard named form database on any drive or sub-directory into an open form. This feature is convenient for importing data from files with names such as MYRATING.DBF (A7222_1.DBF) or MYLEAVE.DBF (OPM71.DBF). These non-standard named forms databases were usually created using the SAVE AS function in Filler. To use the **IMPORT feature**, follow these steps:

- Open the desired form
- Click on the **RESTORE/IMPORT** button on the ribbon bar above the form
- Select the **IMPORT** button
- Click **OK**

- Key in or use the **BROWSE** function to locate the correct path and file name for the form's non-standard database file and click OK.
- Imported records are automatically appended to the open standard-named data file for the form.
- Clicking **OK** will return you to the form.

Deleting Obsolete or Corrupted Forms Databases.

- Open the desired form.
- Click on the **RESTORE/IMPORT** button on the ribbon bar above the form
- Select the **REMOVE DATABASE** button
- Click **OK**
- A prompt will appear asking whether you are sure you want to remove the database. Respond **YES**. Responding NO will cancel the removal process.
-

“Display Publication or Regulation Button” -



If a form button has an asterisk “*” displayed in the upper right corner, a publication or regulation has been identified for that form. This is convenient if you have questions about how to fill out a particular field in a form or need other information about the form. You may access the publication or regulation in two ways. This action takes a few minutes for the server to access the Internet.

- You may click on the red Help bar at the bottom of the form button, then click on the **DISPLAY PUBLICATION/REG FOR THIS FORM** button. This will launch your browser and bring up the publication or regulation related to the form.
- Open the form and click on the “**WALKING FINGERS**” button on the ribbon bar to launch your browser and display the publication or regulation for the form.

“Printer Command” –



Locate to the record for the form you want to print. Click on the Print icon and notice the default settings. This command will incorporate the ApproveIt print command to print signatures on the hard copy. Recommend under print options, set color to Black, and speed to Regular.

“Spell Check Command” -



Located next to the printer command. Use the Check Spelling command to ensure that all text on your form is spelled correctly. You can check the entire form, or individual objects.

- The AMEDD Electronic Forms Support System compares the text on the form with entries in the default dictionary.

- A selected word not in the default dictionary prompts a list of possible spellings for that word to display. Use the Check Spelling command to ensure that all text on your form is spelled correctly. You can check the entire form, or individual objects.

“Field Information Command” -



Use the Field Info command to view the different properties of a field. To view field information for all fields on a form, use this command to display the Field Info dialog, then position the dialog in a corner of your workspace and continue filling fields. Field information for each field is displayed in the dialog as you tab through the form. The dialog stays open until you click its Close button.

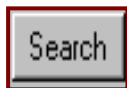
“Fast Fill Command” -



Fast Fill reorders all the fields on your form into a simple table format to make filling the form quick and convenient.

- On the ToolBar, click the **Fast Fill** button. The form display is reorganized.
- Fill out the form as you would normally. Field names and fill-in spaces are listed in the order in which you would tab the cursor through the regular form. Field names in Fast Fill are either the heading that appears on the **WYSIWYG screen** display of the form (if the heading and fill text occupy the same space or box), or the field name that appears on the status bar (if the fill text area on the screen does not have a heading in it).
- **Fast Fill** creates a new version of your form in the current window and moves the original to another window.
- To switch between the original version of your form and the Fast Fill version, on the Window menu, click the **Fast Fill** button on the ToolBar.
- Save the information you have added as a new record - On the toolbar, click SAVE and ADD. The record is added to the existing database.
- To exit Fast Fill mode, click the **Fast Fill** Button on the Toolbar.
- Fast Fill does not change the appearance of your forms when they are printed.
- The **Fast Fill** options add value to processing a form quickly. Perform this technique and see the speed at filling out a form.

“Search Command” -



You may locate records by matching data in any fields with a defined value or text string. Click on the **Search** button. The Search on Expression dialog box opens. Notice in the Fields column, all the names of the fields are listed in all CAPS. Point to any data element that appears in the FIELDS Column and double click. In the Search Criteria portion of the dialog box, the Data Element will display when successfully selected.

- Type an equal sign [=] next to the Data Element.

- [The last part of the search criteria must have beginning and ending quotes.] Type the value that you want to search on and then click the Forward button to start the search.
- Finding a matched record will stop the search and display the matched record on the screen.
- AEFSS is not case sensitive to field names or strings placed in search expressions. Upper and lowercase letters are equal.

Below are some examples of Search on Expression criteria:


EXAMPLE: [LASTNAME]>="M"

Records with names starting with the letters "M" through "Z" are located.

EXAMPLE: [LASTNAME]="Jones"&[DATE]>"1999/04/25"

Two different fields [NAME] and [DATE] for conditions at the same time are searched.

- Once you have defined your Search on Expression criteria, clicking on either Forward or Backward will start the search.
- If you start on the first record, only Forward is available; if you start on the last record, only Backward is available.

“Search Next Command” – 

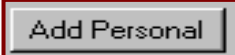
Located next to Search command. You may locate the next record matching the search criteria by using the **SEARCH NEXT** button. The button continues to search for next match.

“Send Command” – 

Before you send or receive an electronic form from one desktop to another make sure your mailer is open. This is very important. You may send forms to other CC:Mail or Exchange users. If using CC:Mail AEFSS will prompt you to sign onto your CC:Mail system before displaying the Send Form dialog box. If you are using MS Exchange there is no need to log into the mail system. It is important to check the mailer in Internet explorer. Go to tools, Internet options, and programs. The e-mail should read MS Exchange or MS Outlook. If you show Internet express or any other mailer, call the help desk to re-install correct mailer. You need access to your global address book in order to send a form.

- Open a form that you wish to send via E-Mail.
- Either locate to a completed record or fill in the current new form information.
- Select either the “Update” or the “Save” function from the Toolbars on the top of the screen.
- Selecting Save locates back one record to the record just completed.
- Click the **SEND FORM** button on the Toolbar.
- Under “Enable Forward Re-Addressing” select your option.
- Notice the default subject is the file name of the form.

- Click once on the ADDRESS button and the Address message box displays.
- Type the last name of the recipient and notice the highlight bar moves to those letters in the list.
- When the desired recipient's name is highlighted click on the TO: button. Notice the name displays in the TO: portion of the screen.
- The **ADDRESS BOOKS** are the same as in your CC: Mail or Exchange.
- Click on OK and notice the name is now in the Recipients box.
- Click in the NOTES box. Key in a brief message. This will appear as a normal message accompanying the form.
- The DATA RECORDS field selects the records for sending.
- **Current** means only the record forwarded is on the screen. **All** sends all records in the database for this form.
- You will be prompted if you wish To Attach an MS Word document or MS Excel spreadsheet to this form. Select either Yes or No.
- Select the Routing Method for this form. **Broadcast or Sequential**. Default sequential.
- Select “OK” to send the form. FormFlow will package the form and attachments. You will see on your screen the sequence of the packaging.
- Run a test on this from your desktop to see how it works. You can even mail the package to yourself.

“**Add Personal**” – 

This function is used when adding a form to your **PERSONAL MENU**. This is a great function. You can add forms to your personal menu that you use daily without having to go to the find and locate routine. The following steps should be used in adding forms to your personal menu:

- Open any form that you want to add to your personal menu.
- Click on the **Add Personal** button on the top Toolbar.
- The Add Personal button grayed out.
- Close this form by clicking on **Return to Menu**. This form will now be added to your Personal Menu.
- Return to the Main Menu and click on the **Personal Menu** button. This selected form now shows in your Personal Menu.

If you wish to DELETE a form from your personal menu, load the selected form from the personal menu. Then,

- A Remove Personal button replaces the Add personal button.
- Click on the **Remove Personal** button.
- Notice the Remove Personal button appears grayed.
- Click on **Return to Menu**. The selected form will now be deleted from your Personal Menu.
- You are now back into your Personal Menu and the selected form is no longer showing.
- Click on Return to Main Menu.

“Rebuild Data Command” -

A rectangular button with a grey gradient and a red border, containing the text "ReBuild Data".

If the database for a specific form has become corrupted or an older database has been copied into your FORMFLOW\DATA sub-directory, you will get error messages when attempting to access records or save data for the form. To attempt to salvage the data, follow these steps:

- Open the desired form
- Click on the **REBUILD DATABASE** button on the ribbon bar above the open form
- YES when queried if you are absolutely sure you want to rebuild the Database
- Within a few seconds, the database **rebuilds** and you return to the open form.


If you still receive error messages when attempting to use the form, it will be necessary to delete the **DBF, DBT, and FDS** files for that particular form from the **C:\FORMFLOWDATA** sub-directory. This will delete the existing data and allow a new empty data structure to be created the next time you open the form. You must print all the records you desire to keep for the form prior to deleting the DBF, DBT, and FDS files for that form if it is necessary to delete the data.

“Help Command” -

A rectangular button with a grey gradient and a red border, containing the text "Help".

This button will bring you back into the on-line help dialog boxes if you are not sure what you need to do.

“Return to Menu Command” -

A rectangular button with a grey gradient and a red border, containing the text "Return to Menu".

If you need to return to the main menu at any time, click on this button.

“Whistle Button Command” -



If you wish to terminate the application of AEFSS, click on this button.

9-4. Field Information.

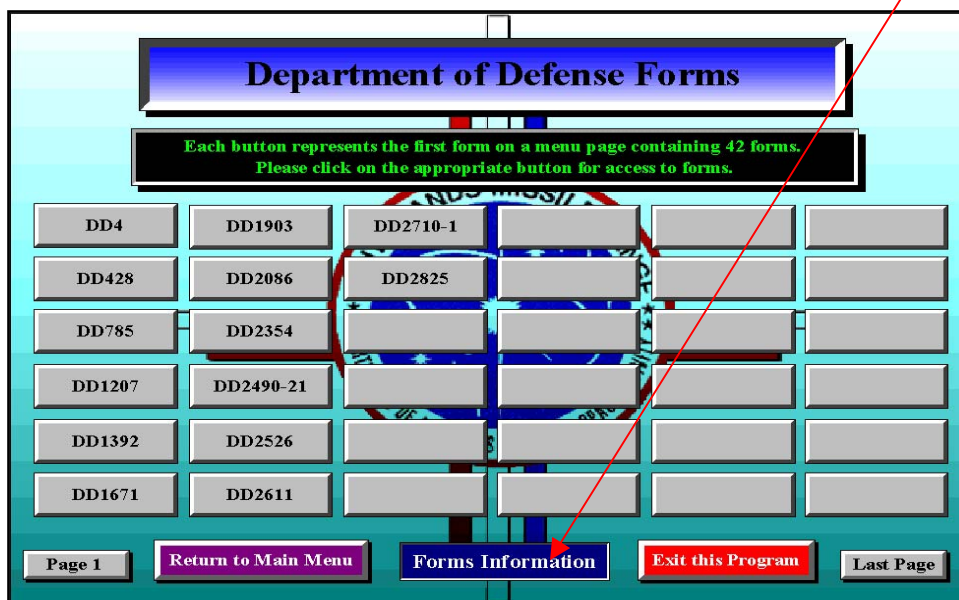


The Field Info command button was designed to view the different properties of a field. USAPA failed to place this information on each designed field as help to assist with this effort. Your **local forms** could be designed to show this field content information. If the form design provides this feature, use this command to display the Field Info dialog, then position the dialog in a corner of your workspace, and continue filling fields. Field information for each field is displayed in the dialog as you tab through the form. The dialog stays open until you click its Close button.

9-5. Forms Information Menu (Table of Form Numbers and Titles).

The Forms Information screen lists the form numbers, titles, dates, and the versions of the forms. There are over two thousand forms and you can scroll through the entire list.

Clicking the **Forms Information** button on the bottom of either the Index or Forms Selection Menus will display the forms Category. Click on the Department of Defense Forms button. Notice at the bottom of the screen you have a blue **Forms Information** area. Click inside.



- The following will be displayed with **all the Department of Defense forms** available under that menu button. Point and double click on any Form Number to load the form. Forms are sorted alphanumeric.

Double Click on
Form Number to
Load that Form

Forms Information Table

Return to
Selection
Menu

Form Number	Form Title	Version	Form Date
DD4	Enlistment/Reenlistment Document - Armed Forces of the U.S.	V1.00	1 Aug 1998
DD7	Report of Treatment Furnished Pay Patient, Hospitalization	V1.00	1 Jan 1976
DD7A	Report of Treatment Furnished Pay Patients, Outpatient	V1.00	1 Aug 1976
DD61	Request For Nomenclature.	V0896	1 Aug 1996
DD67	Form Processing Action Request-(Pages 1 and 2).	V2.00	1 Sep 1991
DD77	Transmittal Of Bond Issuance Schedules.	V1.00	1 Aug 1953
DD80	Bond Control Record.	V1.00	1 Mar 1951
DD93	Record of Emergency Data. DOD File.	V0898	1 Aug 1998
DD117	Military Pay Voucher.	V1.00	1 Sep 1977
DD127	Case Routing Slip.	V1.00	1 Mar 1983
DD137	Application for Basic Allowance for Quarters for Members	V3.00	1 Feb 1984
DD139	Pay Adjustment Authorization.	V2.00	1 May 1953
DD149	Application for Correction of Military Record Under Title 10.	V0900	1 Sep 2000
DD165	Shipment of Funds.	V0100	1 Jan 2000
DD200	Financial Liability Investigation of Property Loss.	V1.00	1 Oct 1999

More...

Click on “**Return to Selection Menu**”.

Then Return to Main Menu button to return to the Opening Menu.

9-6. Moving from Page to Page.

Use the **Page Up** and **Page Down** keys next to the **Home** key on your keyboard to move through the pages of a form.

There is a shortcut when moving from page to page, especially within a large form such as the DD1556. (Using the DD1556 as example).

- Click once on "Page 1/13" on the status bar at the bottom of the screen.
- A GO TO PAGE box will pop up allowing you to go directly to a specific page within the form.

9-7. Printing an Electronic Form. Within the print dialog box, Go to **Options**, set print type to **black and white**, set to **Regular Speed**. If your form does not print, you need to reload your **HP** print drivers (**HP4, HP4 plus**).

- Locate to the record for the form you want to print.
- Click on the **Print icon**
With in the toolbar, and notice the default settings. Decide what you want.
- Click **OK** to print the form. Make sure you have selected the correct printer.



9-8. Sending Electronic Forms Via E-Mail in AMEDD.



9-8-1. Enabling Silanis ApproveIt Software in the AEFSS Application.

Within ESMIS, AMEDD and ApproveIt are required modules. Before you can display or sign an electronic signature in the AMEDD electronic form support system; Silanis ApproveIT must be installed on your workstation. Please contact your System Administrator to install the **ApproveIT** software on your computer. Performing the following steps can then enable the signature software.

- Launch AEFSS
- Click on the **PREFERENCES** button on the Main Menu
- In the Electronic Signature section, select **ENABLE SIGNATURE SOFTWARE**
- Click OK

- You will receive the message “**Signature function has been enabled for this workstation**”
- You may now display or sign fields in forms that have been enhanced with electronic signature capabilities. If you received the message “**Signature software has not been installed on this workstation**”, please contact your System Administrator. The System Administrator has to make sure ApproveIt has identified the Jetform FormFlow 2.3xx software during the installation.

9-8-2. How to Sign an Electronic Form.

Insure Silanis ApproveIT software has been installed. The System Administrator has to validate your electronic signature file on the server in order to use with electronic forms.

- First a Routing Procedure should be established for the electronic form you will be signing. Know who will be reviewing or signing the document throughout its routing sequence. For each form, you should have in place a routing procedure. Supervisor input is important for the routing sequence.
- For Example: Bring up your electronic signature **OPM71**.
- Originator, complete the appropriate data fields. All necessary data fields MUST be filled before you can sign and validate the form.
- The first signature will be the employee. Scroll down to the Date field and insert the correct date. The format for date must be **DD/MMM/YY** or example: 5 Feb 00 or you can also put 05 Feb 2000.
- After you place a date, review the rest of the form above your required signature, and if all is in order, click on the **UPDATE** button. You must do this before you sign in the **Employee Signature** field.
- Point to Employee Signature field. Click on the small gray button that appears right after “**EMPLOYEE SIGNATURE**”. Click on the employee signature button.

AMEDD Electronic Forms Support System - [OPM71 Request for Leave or Approved Absence]

Setup Views Edit Format Preferences ApproveIT

◀ ▶ ⏪ ⏩ New Save Update Delete Purge Restore/Import Help

Fast Fill Search % Send Form Add Personal ReBuild Data Return to Menu

Request for Leave or Approved Absence

1. Name (Last, first, middle) SMITH, DAWN		2. Employee or Social Security Number 999-99-9999																			
3. Organization CSTE-DTC-WS-IO																					
4. Type of Leave/Absence		5. Family and Medical Leave																			
Check appropriate box(es) and enter date and time below		If annual leave, sick leave, or leave without pay																			
<input checked="" type="checkbox"/> Accrued annual leave <input type="checkbox"/> Restored annual leave <input type="checkbox"/> Advanced annual leave <input type="checkbox"/> Accrued sick leave <input type="checkbox"/> Advanced sick leave		<table border="1"> <thead> <tr> <th colspan="2">Date</th> <th>Time</th> </tr> <tr> <th>From</th> <th>To</th> <th></th> </tr> </thead> <tbody> <tr> <td>12/20/01</td> <td>12/31/01</td> <td>0700</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		Date		Time	From	To		12/20/01	12/31/01	0700									
Date		Time																			
From	To																				
12/20/01	12/31/01	0700																			
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical member or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other		Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.																			
<input type="checkbox"/> Compensatory time off <input type="checkbox"/> Other paid absence (specify in remarks) <input type="checkbox"/> Leave without pay		<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Date	Time																
Date	Time																				
6. Remarks																					
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.																					
7a. Employee signature		7b. Date signed																			
<input type="text"/>		13 Dec 01																			

Record 3/2 Field APPR C Pg 1/1

Always place a date in the date field before you sign. This is important on any form.

- Each e-signature form requiring signing capabilities will have a small **gray** button within the signature field. The OPM71 above is our example for this exercise.
- Click **OK** to the next Dialog box to continue to sign this form.
- The following dialog box will appear “**Signature Warning**”. “**Please insure that you have entered all the required data into this section prior to signing the form. Once your signature is applied to this section of the form, no modifications may be made to the data secured by your Signature**”. Once you sign the form; you cannot pull out your signature. This box will appear each time you proceed to sign a form. Make sure you are ready to sign. If you need to change any data, after you make the changes click on UPDATE. This is important.

Signature Warning Dialog Box Before you Sign.

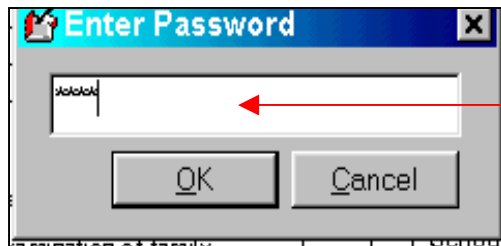
Signature Requested

Signature Warning

Please insure you have entered all the required data into this section of the form prior to signing the form.

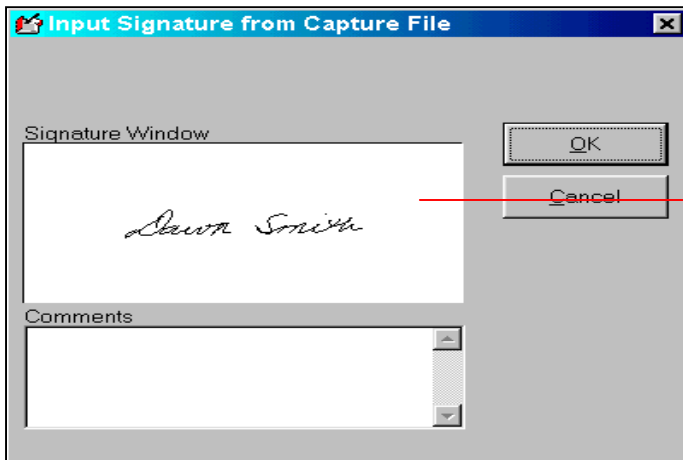
Once your signature is applied to this section of the form, no modifications may be made to the data secured by your signature

- The next dialog box will request your password. Use lower case. Once you key in the password, click **OK**.



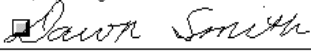

Type In Password

- Type your password and Click on **OK**. A preview of your signature will appear in a dialog box. An Example of Dawn Smith is below.

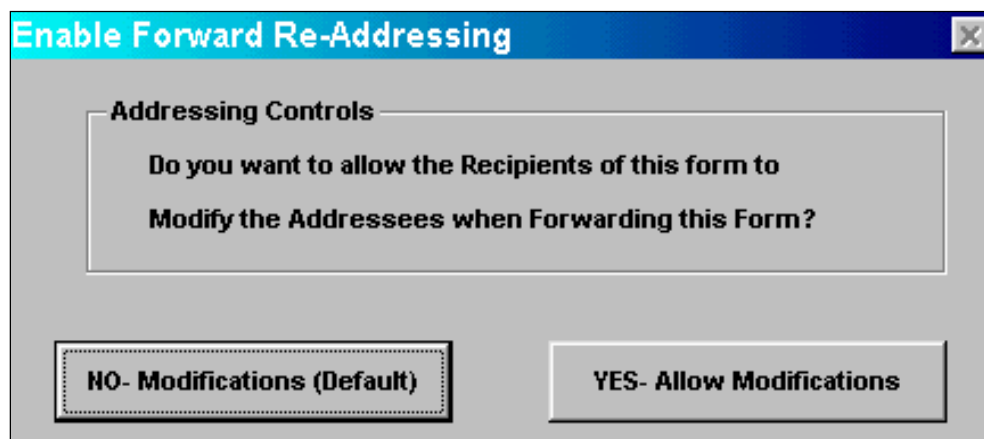


Proper
password will
display
signature.

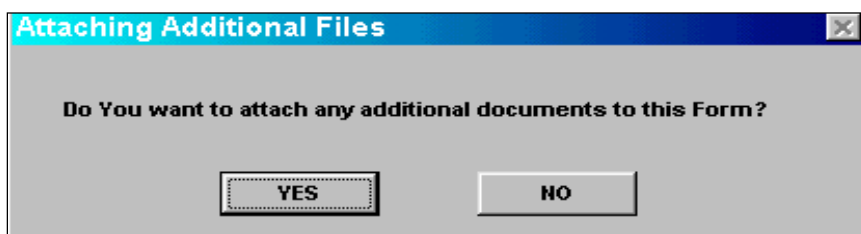
- Click on **OK** to accept the signature.
- Your signature should then appear in the Employee Signature Box.
- You are now ready to route to the next individual to sign.

7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.	
7a. Employee signature 	7b. Date signed 13 Dec 01
8a. Official action on request <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>	
8b. Reason for disapproval	
8c. Signature 	8d. Date signed
Privacy Act Statement Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by	

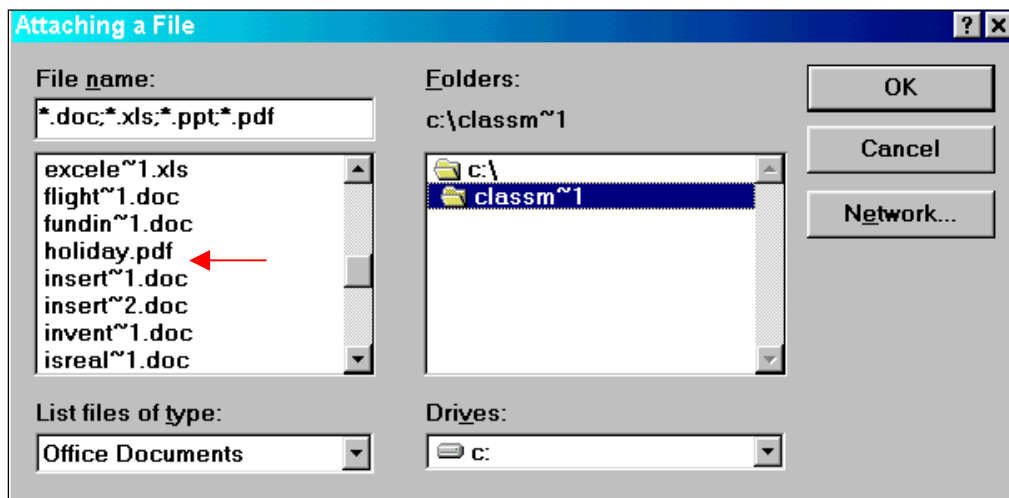
- Click on the [Update](#) button in the toolbar area before continuing.
- Next click [Send Form button](#).
- You will get a dialog box entitled Enable Forward Re-Addressing and you have to answer:



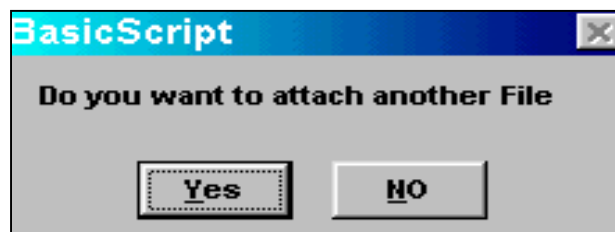
- Decide on one of the buttons before you can continue. The Default is NO. The following is important, place close attention.
- If you select **NO (NO – Modifications (Default))**, you can not deviate from the routing sequence. After all the individuals are placed in the **TO:** section of the global address book, the routing sequence is set. Note: You can make changes before you do a final **OK**. This action insures that mailer routing is directed at specific individuals in the specified order.
- If you select **YES (YES – Allow Modifications)**, you may deviate during the routing to some other individual outside the chain. If you are not sure of the routing, select YES.
- A great feature of AMEDD is the capability to include additional documents with your mailed form. A dialog will appear asking you if you wish to attach or include any files with this form. If you do not, click on **NO**. If you do, then click on **YES**. **Tip: You can include a concurrence word document for all parties to agree or disagree with form action. They would sign with ApproveIt.**



- If you choose **YES**, a dialog box will open pointing to whatever drive you file is located. You can add as many files as you need. Example below:



- For this exercise, we will choose “holiday.pdf” to insert. Click on **OK**. It will come back and ask you the following: “Do you want to attach another file”. Click **YES** if you need more files, otherwise, click **NO**.



- **Always make sure your mailer is open, whether Exchange or Outlook before you send or receive a form.** This is important to accessing your global address book. You can include as many files as you require. The recipient can review the attached files upon receipt at his desktop. This procedure will be explained later in the manual.

9-8-3. The Routing Process Dialog Box.

- Compose - Route - Package – Security
- The **Send Form** dialog box will appear. . View the **Compose** tab. Notice that the Subject name of the form is automatically inserted. You may click inside the subject field at any time and rename the subject. Here we added (Dawn Smith) to the Subject area after June 2001.

Send Form

Compose | Route | Package | Security

Subject: OPM Form 71, June 2001 (Dawn Smith)

To: Address...

Recipients: Add, Modify, Remove, Clear List

Notes: Electronic Form OPM71 has been Sent to Your Mail Box. Please use the AEFSS E-Forms Management System to Access this Form.

Data records: ☒ Current, ☐ All, ☐ Selected, ☐ None

OK, Cancel, Help

- In the **Notes** area, AMEDD has included default information on the form type. You have the option to delete the contents, and insert your own personal note to the person you are sending the form. Insure you select **Current** data record.
- Once the routing sequence has been determined, click on Address to pop-up screen to access the address book. Obtain selection by typing in the name or selecting from the list. An example of process is shown below. When you click on the Address you will see individual names come up as follows:

Address Book

Show Names from the: Global Address List

Type Name or Select from List: saenz

Saenz, Carl	678-
Saenz, Daniel	678-
Saenz, Daniel H.	678-
Saenz, Karen J	678-

To -> Saenz, Carl

Click on the TO button to move over to the individuals name to the right side of the address book. Done, Click on OK.

OK, Cancel, Help

- First select the names of the people for routing. Once you select all the individuals, you will modify the following:
- From the [Route tab](#) Option, choose the routing method you wish to use. **Broadcast** (sending form to all addresses at once) or **Sequential** (sending to each addressee in turn). Broadcast would be an example of sending the form to many individuals as in a survey for their response. Sequential is default. If you choose **Sequential**, you have the option of changing the routing sequence by highlighting a specific name, and using the move up or down arrow keys. The names **MUST** appear in the sequence you want to route. Place a check mark inside Return Receipt to be prompted by your mailer when the recipient receives your form.

Note the example in the next dialog box. Although there is only one name in the routing, you could have five, for example. Click on any name, and hit the [move up](#) or [down arrow](#), and arrange the sequence before you send to the first person on the listing.



- **Return Receipt field.** Recommend checking this block to be notified in your mailer when the next addressee has received and is reviewing your form.

- Note: You may remove a person from the Routing List in the **Compose** tab by highlighting the name and clicking on the **Remove** button.
- The **Package** Option – Do not make any changes. Defaults have been set under AMEDD. Do not click on the **Include Files ...** button. AMEDD has incorporated this feature in the send form command.

The screenshot shows the 'Send Form' dialog box with the 'Package' tab selected. The dialog has four tabs: 'Compose', 'Route', 'Package', and 'Security'. The 'Package' tab contains two sections: 'Form package' and 'Data package'.

Form package section:

	Reference	Include
Form:	<input type="radio"/>	<input checked="" type="radio"/>
Graphics on form:	<input type="radio"/>	<input checked="" type="radio"/>
External help files:	<input checked="" type="radio"/>	<input type="radio"/>
Graphics named in lookup lists:	<input checked="" type="radio"/>	<input type="radio"/>
Macro Libraries:	<input checked="" type="radio"/>	<input type="radio"/>

Data package section:

	Reference	Include entire	Include matched
Primary database:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Linked databases:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other databases:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serial number databases:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

At the bottom of the 'Package' tab, there is a checkbox labeled 'Compressed' which is checked, and a button labeled 'Include Files...'. At the very bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

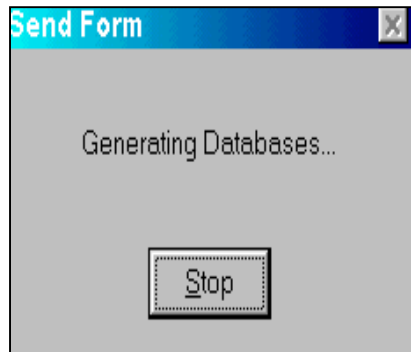
- The **Security Option** - Do NOT change the Default on this. Default is **None**.

The image shows the 'Send Form' dialog box with the 'Security' tab selected. The 'None' radio button is selected and highlighted with a red rectangle. A red arrow points from the 'None' button to the 'Security' tab. The 'Description' text box contains the text: 'Sends the package without applying package security.' The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

- At this point, the form is now ready to be electronically mailed. Below in the send form dialog box Dawn has placed a special note in the Notes area for the supervisor to read before signing. This is a good practice in routing forms to one another. Additionally, you can include attached MS Word documents with the form. The document would include an ApproveIt signature phrase asking concurrence or non-concurrence. The recipient can view the note when opened or review the MS Word document attached with the form.

The image shows the 'Send Form' dialog box with the 'Security' tab selected. The 'Subject' field contains 'OPM Form 71, June 2001 (Dawn Smith)'. The 'To:' field is empty. The 'Recipients:' list contains 'Saenz, Carl'. The 'Notes:' text box is highlighted with a red rectangle and contains the text: 'Mr. Saenz
Please sign my leave request.
Thanks,
Dawn Smith 12/13/01 1320 hrs'. A red arrow points from the text 'when opened or review the MS Word document attached with the form.' to the 'Notes:' text box. The 'Data records' section has 'Current' selected. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

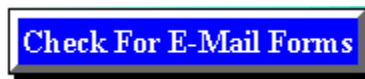
- Next, click **OK**. The electronic form will be sent to the first person on the list.
- The form along with its database, attachments, and related files is packaged electronically for delivery. During the process, several dialog boxes will appear on the screen. Example below:



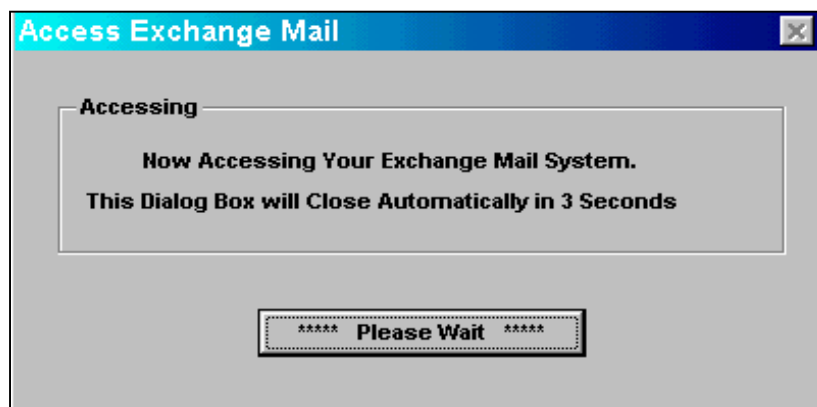
9-9. Receiving Electronic Forms via E-mail in AMEDD.

**NOTE: DO NOT OPEN FORMS IN YOUR OUTLOOK OR EXCHANGE MAILER
OPEN IN AMEDD**

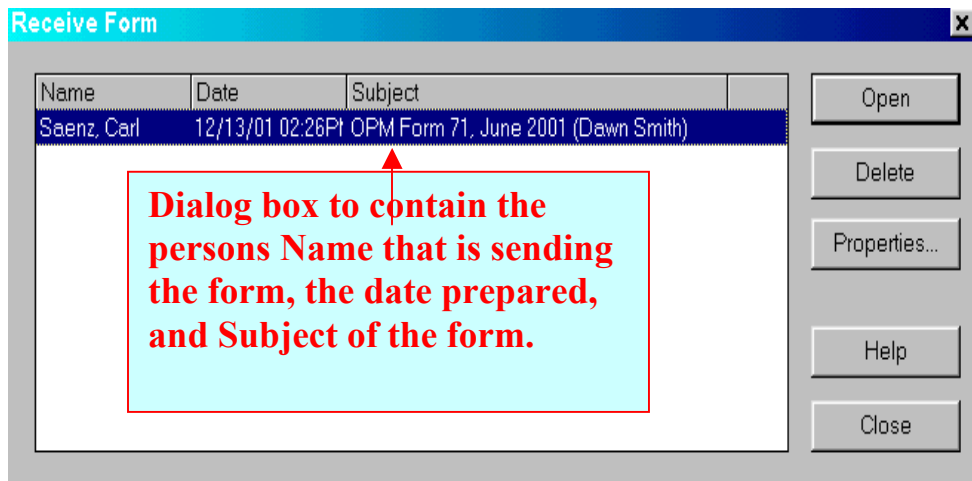
From the Opening Main Menu, click the Check for E-Mail Forms button. Insure your mailer is open. We will be using the OPM71 Form, with Dawn Smith as our Example.



In a few seconds, the following dialog box will appear accessing your Exchange Mailer:

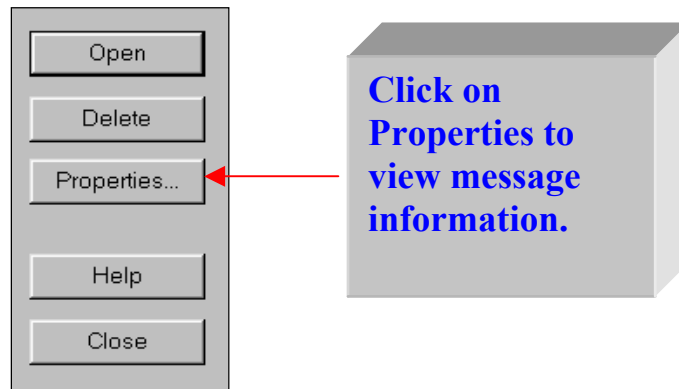


Followed by the following Receive Form dialog box:



- Within the “[Receive Form](#)” dialog box, click on the form you wish to see. It will highlight the name, date, and subject in blue. To the right of the dialog box you will see several buttons:

Open - Delete - Properties - Help - Close



- You may have several forms to open. As you click on each one, it will highlight in blue. The boxes on the right side will get darker. When you click on a particular form message, click on the **Properties** button to see what message the sender has included. After you review, hit **Cancel**, and then hit **Open** to launch the form.
- You have the option to **DELETE** any form from the mailbox at any time. Click on the received form, and click Delete. This action will also remove the PFM form from the Exchange or Outlook mailer.
- Below the properties dialog box of Receive Form is opened. It will have address information from Dawn Smith, and her message for review.

Receive Form

General

From: Smith, Dawn

Date: Thursday, December 13, 2001 02:26PM

To: Saenz, Carl

Subject: OPM Form 71, June 2001 (Dawn Smith)

Mr. Saenz,
Please sign my leave request.
Thanks,
Dawn Smith
12/13/01 1320 hrs

OK Cancel Help

- The form will display on the screen in the work area. If you receive a form with an electronic signature, ApproveIt automatically authenticates the form for any modifications or alterations. If it has been altered or modified, a dialog box will inform you. If you do not see any message, the form is authentic. You can then use ApproveIt to sign in the next block. The form can now be forwarded to another individual via Exchange or can be edited and returned to the sender.

AMEDD Electronic Forms Support System - [Form Package: OPM Form 71, June 2001 (Dawn Smith)]

Setup Views Edit Format Preferences ApproveIt

Fast Fill Attached Notes Show Attached Files Open Attached Files Help

Update Data Append Data Forward Form Return Form Check Mail Again Return to Menu

Request for Leave or Approved Absence

1. Name (Last, first, middle)
SMITH, DAWN

2. Employee or Social Security Number
999-99-9999

3. Organization
CSTB-DTC-WS-IO

4. Type of Leave/Absence

	Date		Time		Total Hours
	From	To	From	To	
<input checked="" type="checkbox"/> Accrued annual leave	12/20/01	12/31/01	0700	1600	48
<input type="checkbox"/> Restored annual leave					
<input type="checkbox"/> Advanced annual leave					
<input type="checkbox"/> Accrued sick leave					
<input type="checkbox"/> Advanced sick leave					

Purpose: ☐ Illness/injury/incapacitation of requesting employee
☐ Medical/dental/optical examination of request
☐ Care of family member, including medical/dental/optical examination of family member or bereavement
☐ Care of family member with a serious health condition
☐ Other

5. Family and Medical Leave

If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information:

☐ I hereby invoke my entitlement to leave for: ☐ Family Care
☐ Medical Condition of Self or Family Member
☐ Serious health condition of self

6. Remarks

7. Certification: I certify that the leave/absence requested above is in accordance with my employing agency's procedures for requesting leave/approved absence, and that falsification of information on this form is prohibited.

7a. Employee signature

7b. Date signed
13 Dec 01

Record 1/1 Field NAME A Pg 1/1

Authenticating the Electronic Signatures - Please Wait

1%

No Signature in Block 7a until ApproveIt validates the form and its content.

- When the form is open, a small dialog box will appear displaying authenticating of the electronic signature. Note that at the bottom of the pager where the individual signature is located, there is no signature until ApproveIt validates the signature element.
- If the form has attached files included, you will be notified attached files are packaged with the form. Click on **OK** to view files.

If files are enclosed, dialog box will state: **“There are file attached to this form. Please Use the “Open Attached Files” Buttons to Access These Files”.**

AMEDD Electronic Forms Support System - [Form Package: OPM Form 71, June 2001 (Dawn Smith)]

Setup Views Edit Format Preferences ApproveIt

100% Fast Fill Attached Notes Show Attached Files Open Attached Files Help

Update Data Append Data Forward Form Return Form Check Mail Again Return to Menu

Request for Leave or Approved Absence

1. Name (Last, first, middle) SMITH, DAWN

2. Employee or Social Security Number 999-99-9999

3. Organization

4. Type of Leave/Absence

Check appropriate box(es) and enter date and time below

	Date	Time	
	From	To	F
<input checked="" type="checkbox"/> Accrued annual leave	12/20/01	12/31/01	0
<input type="checkbox"/> Restored annual leave			
<input type="checkbox"/> Advanced annual leave			
<input type="checkbox"/> Accrued sick leave			
<input type="checkbox"/> Advanced sick leave			

Purpose: ☐ Illness/Injury/incapacitation of requesting employee
☐ Medical/dental/optical examination of requesting employee
☐ Care of family member, including medical/dental/care member or bereavement
☐ Care of family member with a serious health condition
☐ Other

5. Family and Medical Leave

If annual leave, sick leave, or leave without pay (FMLA), please provide information:

any entitlement to annual leave for:

/Foster Care

condition of daughter, or parent

condition of self

and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical

ATTENTION: - Attached Files

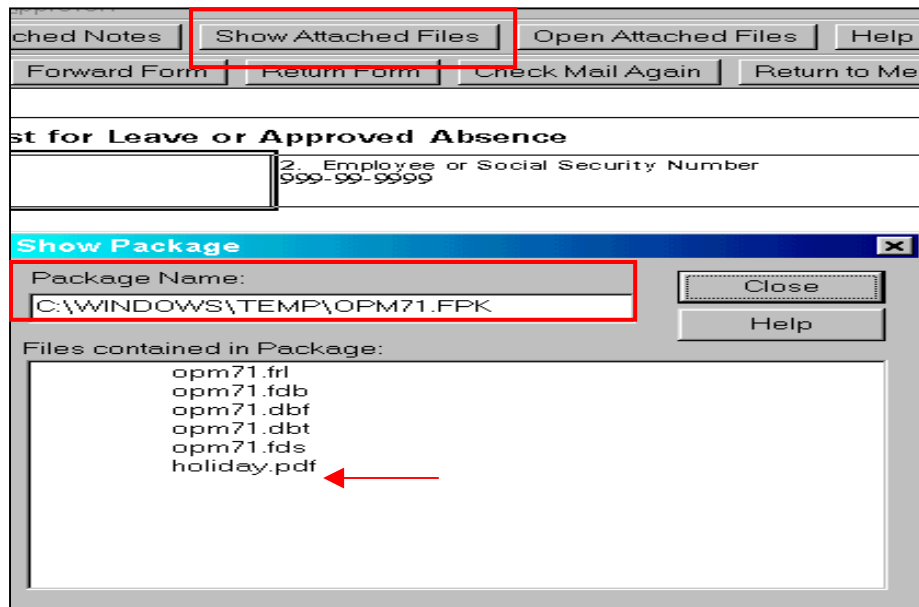
ATTACHED FILE NOTIFICATION

Attention

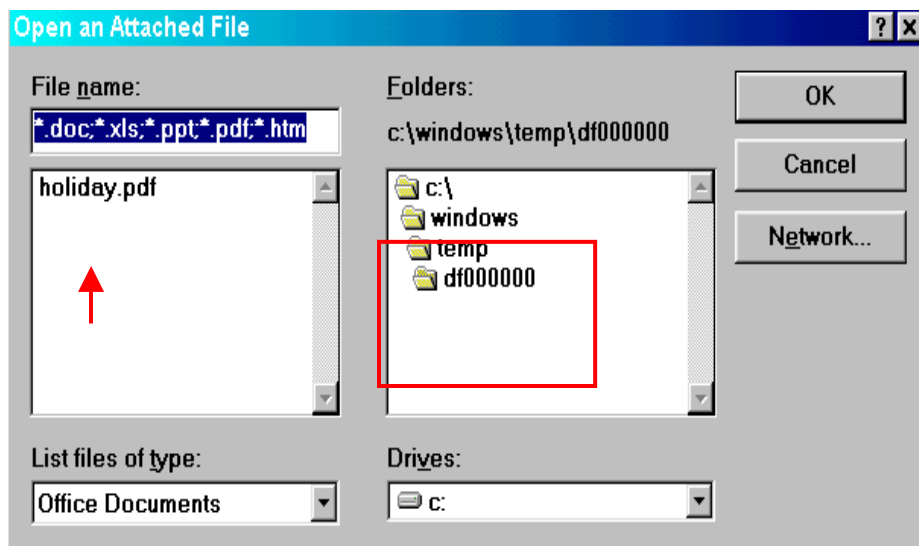
There are Files Attached to this Form. Please Use the 'Open Attached Files' Buttons to Access These Files.

OK

- By clicking on the **Show Attached Files** button, package contents will be displayed. Normally, the form will contain all the files that are relative to the database with extensions of .fml, .fdb, dbf, dbt, and fds. The file below that is attached is **“Holiday.pdf”**. The files are held in temp hold in the **C:\windows\Temp** area until you decide to save to a different directory or forward on with routed form.



- Opening the attached file(s). Close the attached files dialog box. Click on the **Attached Files** button. **Tip: If you have a Word document to be opened, Excel, PDF, etc., open the specific application before you select the file you will open. This will insure that there are no error problems when opening the file.**
- Notice: Attached file are on the left-hand side. They are being saved under the windows temp file. Again, once you open the application, you can save to your hard drive under a new name or the same name. Hard copy print is available on demand. If you are going to continue routing the file with your form, do a **SAVE** to validate the document with the form. It can then be properly routed to the next recipient in the chain.



- After closing the box to the attached files, you will return to the main form. Notice that the signature of Dawn Smith is not enclosed on the form. ApproveIt has verified that the document has not been altered or modified, and the signature is enclosed. All items above the signature element of Dawn Smith have now been secured. If the document is modified, the signature element will disappear. Visible Signatures can not be printed out in hard copy.

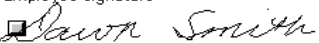
AMEDD Electronic Forms Support System - [Form Package: OPM Form 71, June 2001 (Dawn Smith)]

Setup Views Edit Format Preferences ApproveIt

Fast Fill Attached Notes Show Attached Files Open Attached Files Help

Update Data Append Data Forward Form Return Form Check Mail Again Return to Menu

Request for Leave or Approved Absence



1. Name (Last, first, middle) SMITH, DAWN				2. Employee or Social Security Number 999-99-9999	
3. Organization CSTE-DTC-WS-IO					
4. Type of Leave/Absence					
Check appropriate box(es) and enter date and time below	Date		Time		Total Hours
<input checked="" type="checkbox"/> Accrued annual leave	From 12/20/01	To 12/31/01	From 0700	To 1600	48
<input type="checkbox"/> Restored annual leave					
<input type="checkbox"/> Advanced annual leave					
<input type="checkbox"/> Accrued sick leave					
<input type="checkbox"/> Advanced sick leave					
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other					
<input type="checkbox"/> Compensatory time off					
<input type="checkbox"/> Other paid absence (specify in remarks)					
<input type="checkbox"/> Leave without pay					
6. Remarks					
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.					
7a. Employee signature 				7b. Date signed 13 Dec 01	

Record 1/1 Field NAME A Pg 1/1

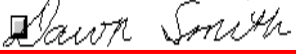

Altering Contents of an Approved Form. For example, you decided to alter the word “DAWN” to “DAW”. Once you do an **Update or SAVE**, ApproveIt validates the form, and informs you the ‘Employee Signature’ Section is not authentic, data has been altered. The signature element on the bottom disappears the form is no longer valid. In order to bring the form to its original state, you must correct as it was before. If you place the “N” back in Dawn, and click on **Update Data**, the signature returns back to the form field. Suggest you practice this procedure until you are comfortable with the results.

Tip: If you happen to invalidate the form contents you have receive in the mailer, back out of the mailer, and do not save any contents. Do an abort. Come back into the same form, and the original contents should be intact. Proceed with the signature input. Click [Update Data](#) after correction.

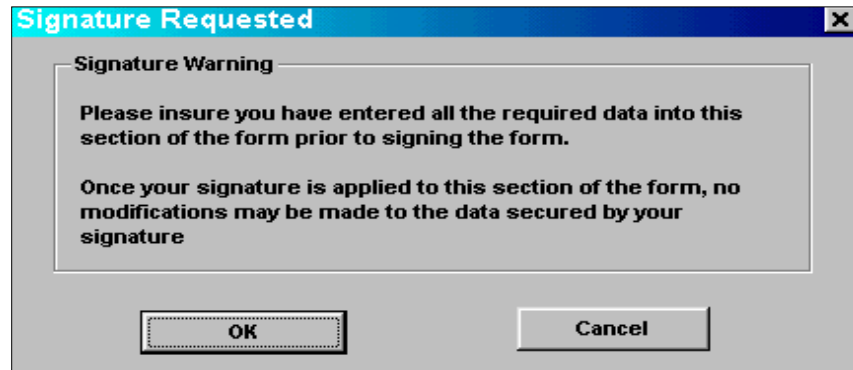
- When correction is made, Dawn's signature element is re-entered. Dawn's signature will disappear for a few seconds while ApproveIt validates the new change. The next signature is the supervisor's in block 8c.

7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.	
7a. Employee signature 	7b. Date signed 13 Dec 01
8a. Official action on request <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>	
8b. Reason for disapproval	
8c. Signature 	8d. Date signed
Privacy Act Statement Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or	

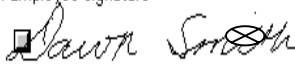

- Signing the form, and returning back to the originator.** In order to correctly sign, seal, and deliver the OPM71 form, you must date the field first and click on Approve or Disapprove. Click button [Update Data](#).

7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.	
7a. Employee signature 	7b. Date signed 13 Dec 01
8a. Official action on request <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>	
8b. Reason for disapproval	
8c. Signature 	8d. Date signed
Privacy Act Statement Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or	

- You will click on the gray button where your signature element is located. You will get a dialog box stating the signature warning. Click on **OK**.



- Next you will see your e-persona **Password** dialog box. Enter your password and click **OK**. Your signature element will appear in a dialog box. Click **OK**. Your electronic signature will drop into block 8c.
- After you sign the form, you must do an **Update Data** to secure the signature before you transmit to the originator or next person in the routing chain.

<p>7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be cause for disciplinary action.</p>	
<p>7a. Employee signature</p> <p></p>	
<p>8a. Official action on request</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>	<p>Don't forget to Check Approve or Disapprove. Do a save, then sign and update data.</p>
<p>8b. Reason for disapproval</p>	
<p>8c. Signature</p> <p></p>	<p>8d. Date signed</p> <p>13 Dec 01</p>
<p>Privacy Act Statement</p> <p>Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or</p>	

- Saving Data and Signature Element To Your Desktop Database.** Before you return or forward the form to the next person in the routing chain, remember to click on **APPEND DATA** under the Fast Fill button to save a copy of the data and

signatures to the **C:\FormFlow\Data** file on your hard drive. This can be done even if you have no signature elements within a form. It is very easy. Click on [Append Data](#).

- If desired, click the [RETURN FORM](#) button to return the form to the originator or use the [FORWARD FORM](#) button to sequentially route the form to the next recipient.

- Note: [FORWARD FORM](#) button will display a sequential list of recipients yet to receive the form. There will be an arrow next to the person to receive the form.
- Click on the **OK** button. This will automatically forward the form to the next recipient.
- Click on “**NO**” when prompted to “[Check for Another Received Form](#)” if you desire to return to the main menu of AMEDD. Selecting “**YES**” would allow you to check for additional received forms.

- By using the return form option, Dawn is automatically selected to receive the completed form. You then insert your comment in the **Notes** for her to review when she receives the document.

9-10. CC: Mail or Exchange Users.

You may send forms to other CC:Mail or Exchange users. If using CC:Mail AEFSS will prompt you to sign onto your CC:Mail system before displaying the Send Form dialog box. If you are using MS Exchange there is no need to log into the mail system.

9-11. Using “Direct Form Access” Method.

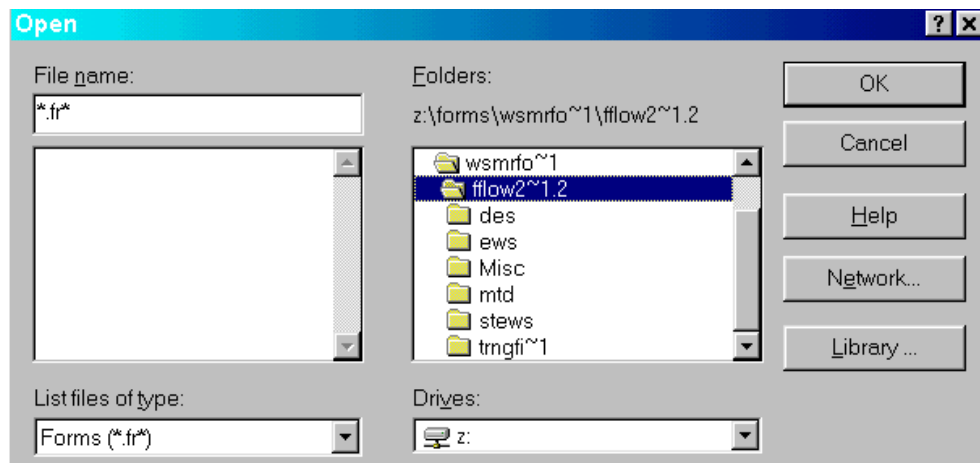
This dialog box will give you quick and direct access to any of the forms.

- If you do not have a blinking cursor in the Direct Form Access Dialog Box, click in the blank dialog box. This will activate this feature.
- Key in the form number of the form you wish to load. Enter only the form Name without the extension (.FRL). Example: [DD1610](#)
- Click once on the Direct Access button or depress the Return key.
- The requested form will now be opened and displayed on your screen.
- Click on Return to Menu to return to the Opening Main Menu.

9-12. Using the “Single User Form” Function.

Single User Form

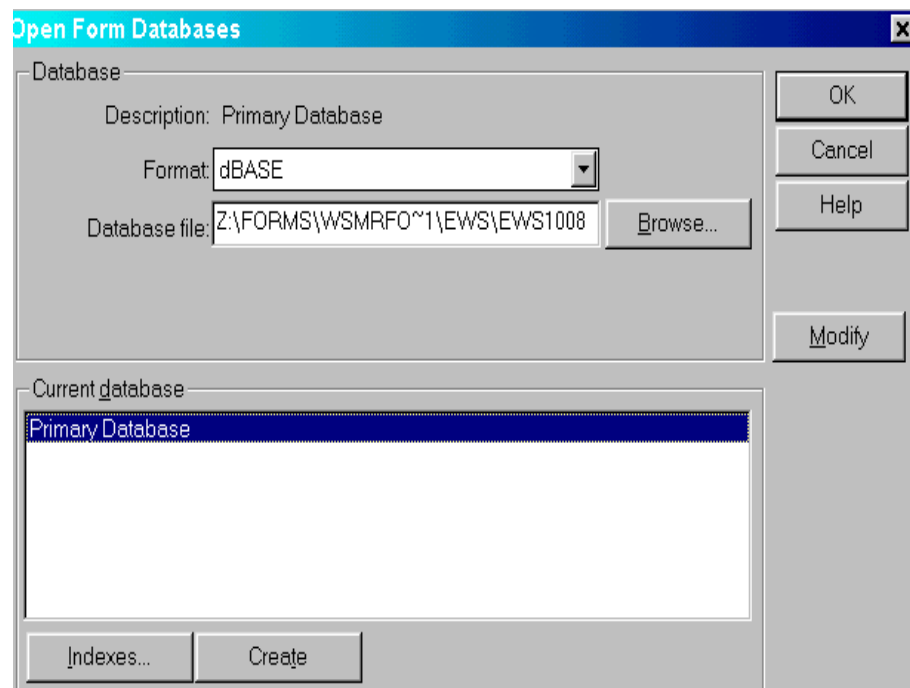
- The Single User Form button (a black button in the Main Menu) is used to access a non-supported form and database saved to a diskette or other device. A prime example of this effort involves accessing WSMR local forms on the server, Z:drive. Path Example: **z:\forms\eforms\wsmrforms**.
- At this point in time, many local electronic forms are not supported because they were designed in Perform Pro, and not FormFlow format. When using the single user command button, point to the correct drive where the forms are located. Form extension types could be .frp, .frz, .fro, or frl.
- Current z: drive Form Flow extensions are .frl and .fro.
- The dialog box below contains FormFlow forms redesigned in the z: drive under the area of fflow2~1.2. Other wise, the other areas contain forms designed in Perform Pro with a format of ASCII. Most common, .frp.
- The long term White Sands Missile Range goal under AMEDD is to migrate all redesigned forms from the Z:drive to the local forms area of AMEDD. This will further include migrating base personnel from the FormFlow filler on the z: drive to the AMEDD program. To standardize to one common form engine supporting WSMR. The local contractor, Unitec Inc, has been tasked to convert the forms to FormFlow format as soon as possible. This includes enhancing all forms to electronic signature capabilities.
- Current FormFlow designed forms not yet on the AMEDD program are under: **z:\forms\wsmrfo~1\fflow2~1.2**. See dialog box below.



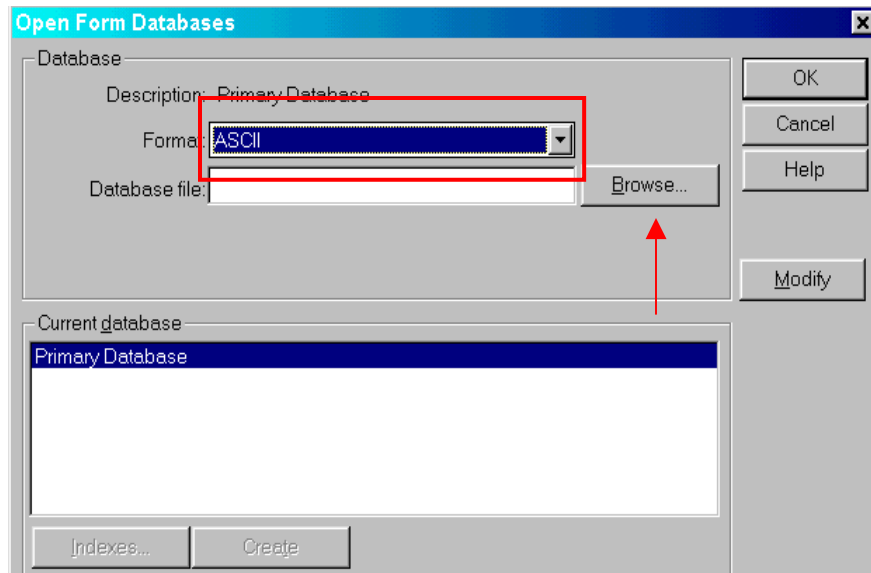
- Until all local forms are redesigned for AMEDD program, you can access your WSMR local forms from the Z: drive using the **Single User Form** button.

9-13. Downloading ASCII Forms from the Z: drive:

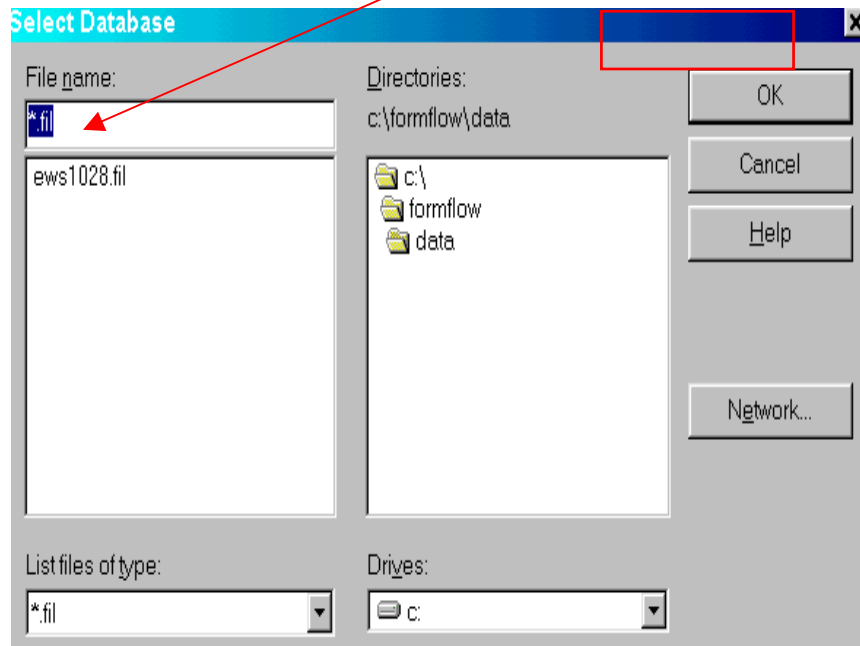
- If you decide to download an ASCII form, you may see an extension of .frp next to the form. EWS forms are a good example. Using AMEDD, you can maximize your effort instead of using only FormFlow Filler.
- An example of downloading an ASCII form would be an EWS 1008a.frp. This is a key and padlock inventory form. Because it was designed in Perform Pro, it needs to be downloaded in ASCII Format.
- On the z: drive, when you click on the form, you will see the following dialog box.



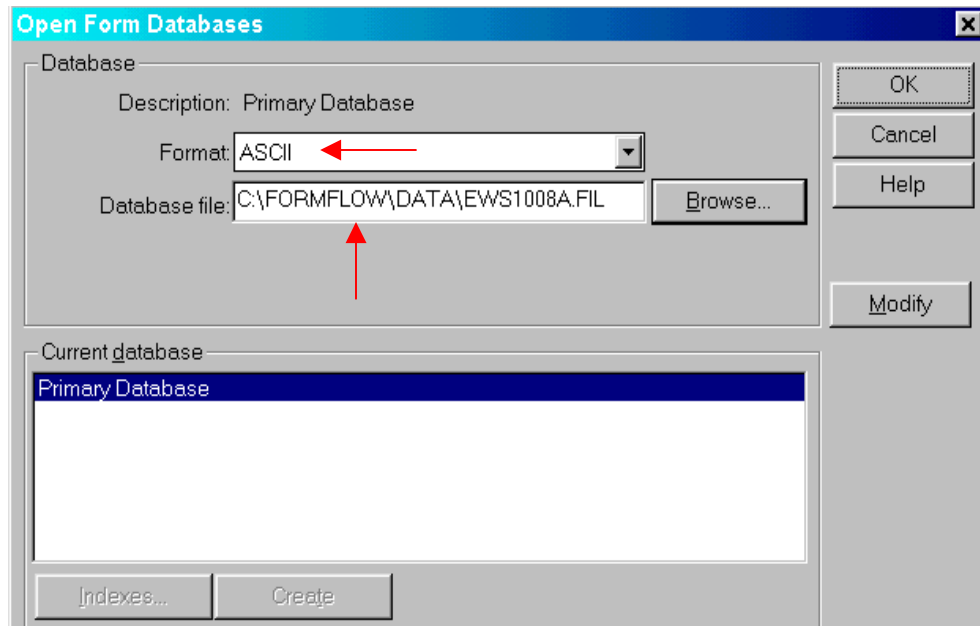
- Notice the format is **dBASE** and that the database file path is to the z: drive. You must change the format to **ASCII**. Do this by clicking on the down arrow key next to dBASE. This action will give you a new dialog box. The format now reads **ASCII**.



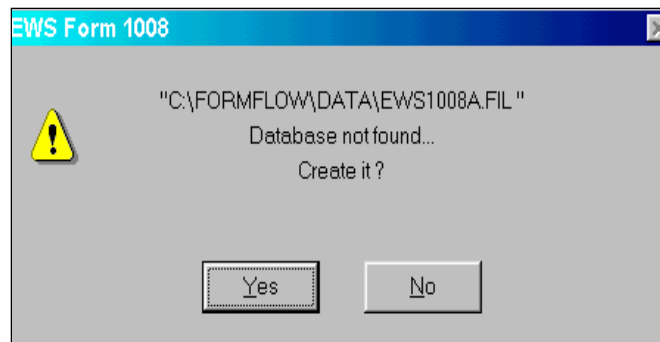
- Click on the **Browse** button. Select the path to the **C: drive** under **c:\FormFlow\data**. The box below moves you to the list files with extensions of .fil. On the left top corner, you will see *.fil. Replace with ews1008a.fil. This will set up your form database to the ASCII format. After you finish, click on **OK**.



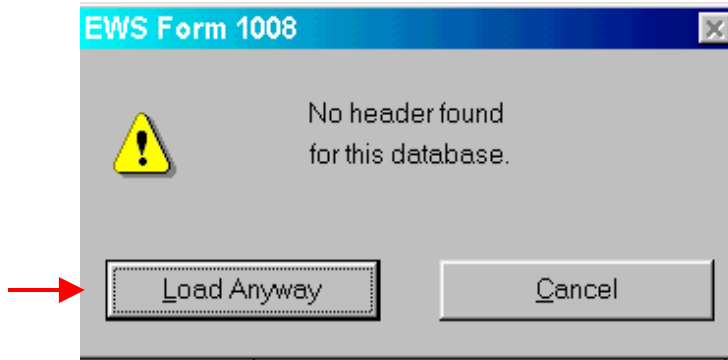
- Format now ASCII, and database path to : **C:\FormFlow\Data\EWS1008A.FIL**. Click on **OK**. It will now design your database for the first time.



- The following dialog box will pop-up. Check **YES**.



- After clicking **YES**, you might see a new dialog box pop-up stating that there is a "**Runtime Error**" associated with ApproveIt. If you do not have ApproveIt loaded, you may not see this message, but if you do, ignore, and hit **OK**. Your form will then appear, and you are ready for input.
- Because you are interfacing a non-FormFlow format product in ASCII, you may see the following dialog box. Click on **Load Anyway**. This will load the form ready for input.



- Fill out the fields you need to input. After you input your data, click on the **Update button** at the top of the screen. This will secure the data inside the ASCII database [EWS1008a.fil](#).
- To exit the form, click on **Return to Menu**.

9-14. Returning to the EWS1008a.FRP Form at a Later Date.

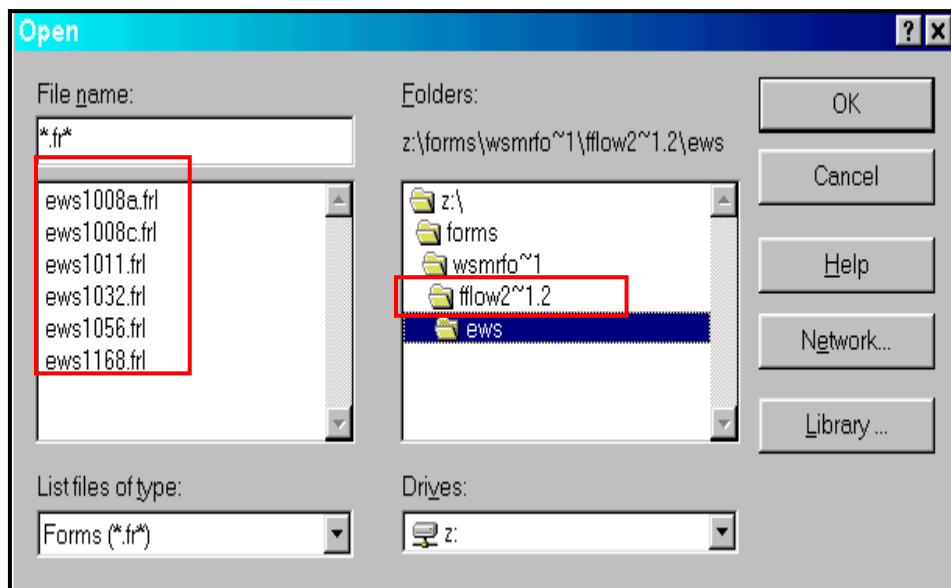
- When you decide to re-open the local form EWS1008a.FRP at a later date, make sure you use each time the **Single User Form** button to return back to the Z: drive to load your form. Your initial database is on your hard drive under [C:\FormFlow\Data\EWS1008a.fil](#).
- Once you locate your EWS100a.FRP form on the z: drive, click on **OK**. You will see a dialog box with Format **dBase** and Database File [Z:\Forms\WSMRforms\EWS\EWS1008a.frp](#) pointing to the z: drive. Change the Format to **ASCII**, and click on the **Browse** button to point to the [C:\FormFlow\data](#) directory.
- Below is an example of what you would see before you make changes.
- Notice the database path: Z:\Forms\WSMRFO~1\EWS1008...

- After making the changes, hit **OK**. You will see the following:

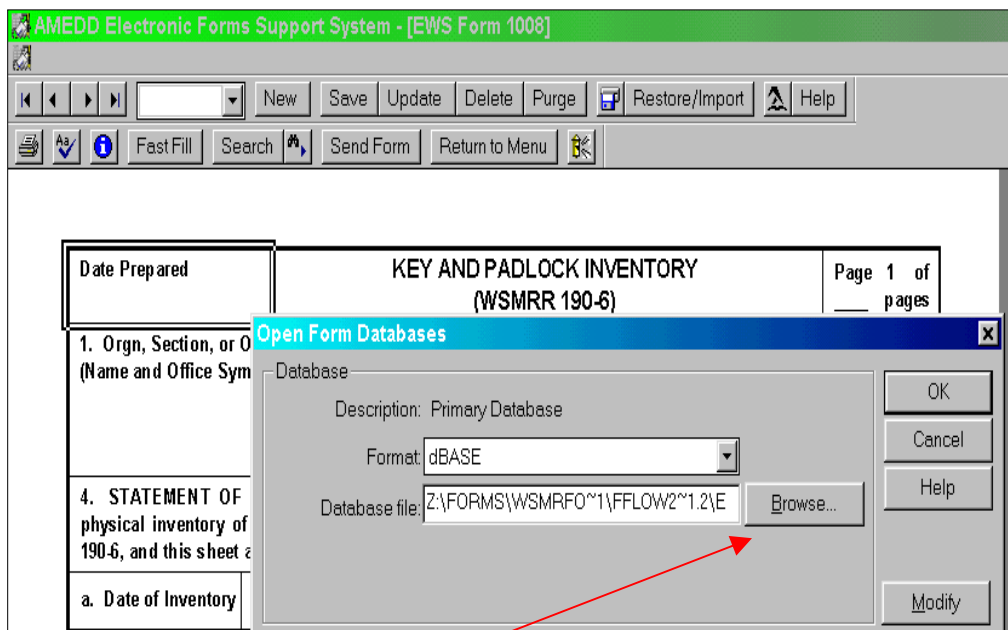
- Notice the format is now ASCII, and the database file is pointing to the **C:\FormFlow\Data\EWS1008a.fil** folder. Click on **OK**.
- The form will appear with all records. **Use VCR keys to move between records.**

9-15. Downloading FormFlow Forms from the Z: drive.

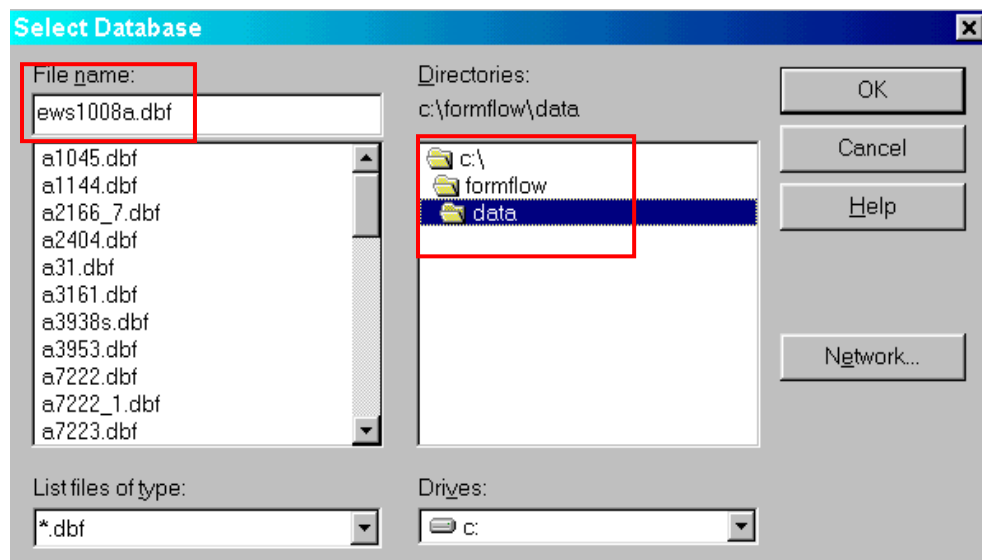
- Downloading any FormFlow form from the z:drive is the same process as mentioned in paragraph 14-13. The difference is that you would choose the format of **dBase** instead of ASCII. Never save a database to the Z:drive. You must use the **Browse** button to locate the **c:\FormFlow\data** path to set your new database. The database will contain an extension of **.dbf**.
- Again, using the EWS1008 form, use the **Single User Form** button within the AMEDD menu. Point to the path: **z:\forms\wsmrforms\fflow2.12\ews**. On the left hand side of the dialog box will be files with extensions of **.frl**. This is the extension for FormFlow and also the AMEDD extension for their Gov forms.



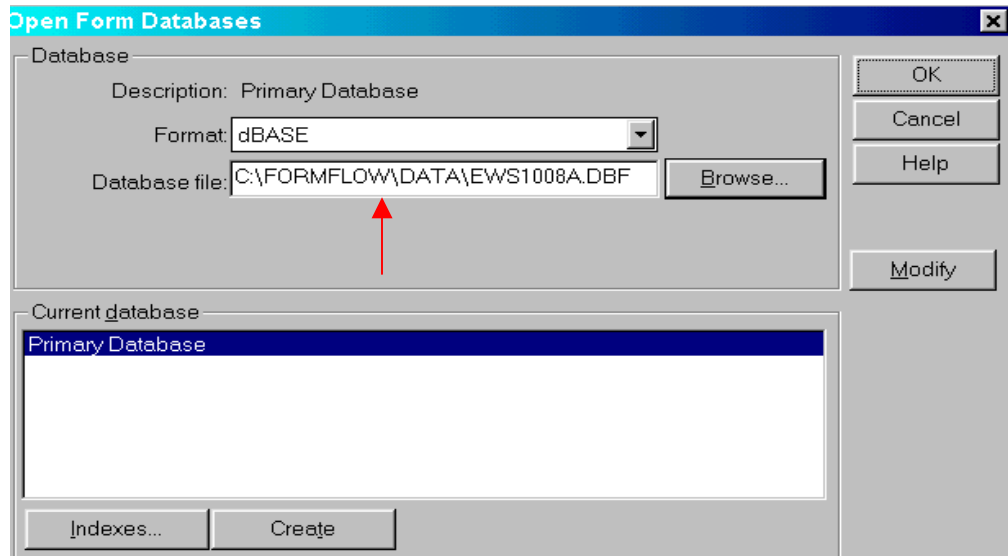
- Click on the EWS1008a.frl and click on **OK**. You need only click on the Browse button to find the location of **c:\FormFlow\data** to create the database location. Below is what you will see when you first open the dialog box for the form.



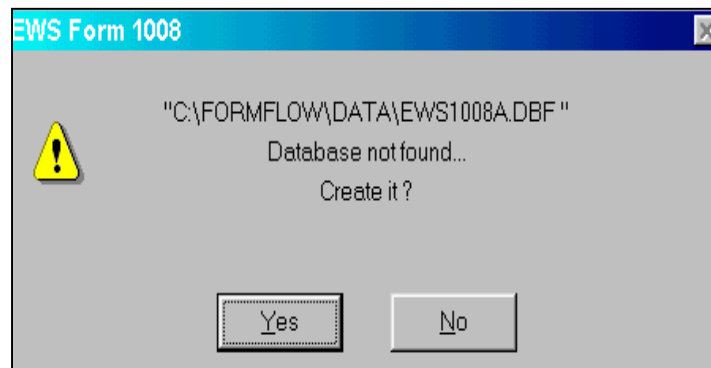
- Upon clicking on the **Browse** button, you will set your path to the C: drive, under **C:\FormFlow\Data**. Click on **OK**, to open the drive. Notice under file name, the **EWS1008a.dbf** is already named and setup. You don't have to type it in. See next dialog box.



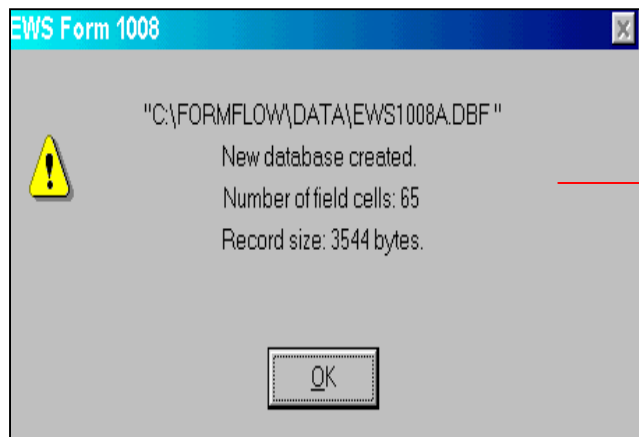
- Click on **OK**. This will launch the creation of the database, with FormFlow extension of .dbf. Next click on **OK**.



- The following dialog box will appear. Click on **YES**.



- Your database was successfully created. Click **OK**.



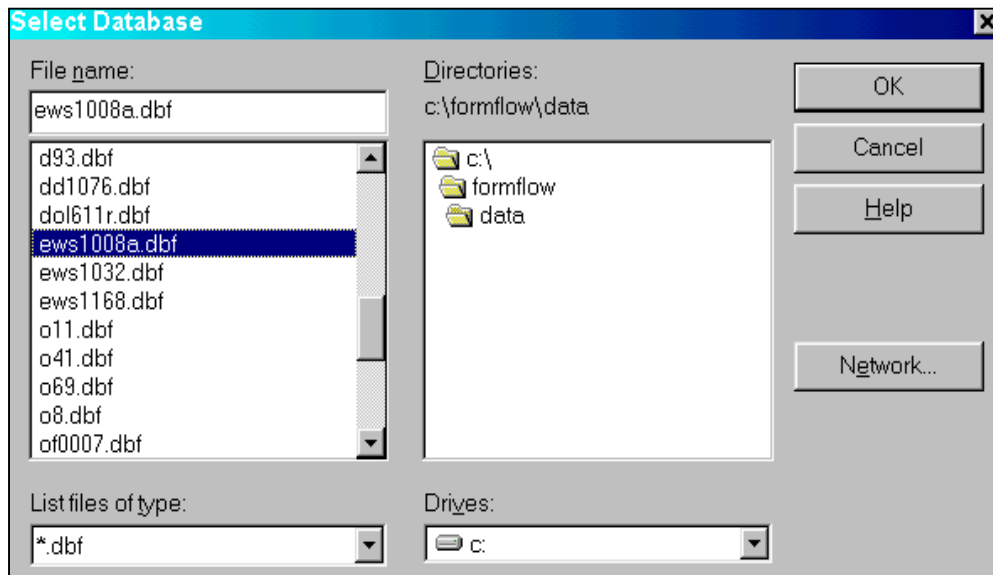
Database created successfully. Click on OK to move into the form.

- Click on **OK button**, you will see your form displayed blank as below. Your database has successfully been designed in AMEDD. You can now enter your data. After you are finished, click on **Update**. This will save your data to the database on **C:\FormFlow\Data**.

Date Prepared		KEY AND PADLOCK INVENTORY (WSMRR 190-6)		Page 1 of ___ pages
1. Orgn, Section, or Office (Name and Office Symbol)		a. Full Name	b. Sample Signature	
	2. Key Custodian			
	3. Alternate Key Custodian			
4. STATEMENT OF KEY CUSTODIAN (or Alternate): "On the date indicated below, I conducted a 100% physical inventory of all keys and padlocks for which I am responsible, as required by WSMR Regulation 190-6, and this sheet accurately reflects the results of this inventory."				
a. Date of Inventory	b. Signature of Key Custodian or Alternate	c. Reason for Inventory (Semi-annual, new custodian, etc.)	d. Total No. of Padlocks	

9-16. Returning to the EWS1008a.FRL form at a later Date.

- Follow the instruction as in paragraph 14-15. Click on **Browse** to locate the **EWS1008a.dbf** file in the path **c:\FormFlow\data**. Click on **OK** to open the database file.



- The database dialog box will display the following. Click on **OK**.

The screenshot shows a Windows-style dialog box titled "Open Form Databases". It has a "Database" section with a "Description" of "Primary Database", a "Format" dropdown set to "dBASE", and a "Database file" text box containing "C:\FORMFLOW\DATA\EWS1008A.DBF". A red arrow points to the file path. To the right of the text box is a "Browse..." button. Below the "Database" section is a "Current database" section with a list box containing "Primary Database". At the bottom are buttons for "Indexes...", "Create", "OK", "Cancel", "Help", and "Modify".

- The form will open up, and your records will be displayed. Use VCR keys to move within records.

Date Prepared 14 Dec 01		KEY AND PADLOCK INVENTORY (WSMR 190-6)		Page 1 of 1 pages
1. Orgn, Section, or Office (Name and Office Symbol)		a. Full Name	b. Sample Signature	
	2. Key Custodian	JEFF ADAMS		
	3. Alternate Key Custodian	LORI WINTERS		
4. STATEMENT OF KEY CUSTODIAN (or Alternate): "On the date indicated below, I conducted a 100% physical inventory of all keys and padlocks for which I am responsible, as required by WSMR Regulation 190-6, and this sheet accurately reflects the results of this inventory."				
a. Date of Inventory	b. Signature of Key Custodian or Alternate	c. Reason for Inventory (Semi-annual, new custodian, etc.)	d. Total No. of Padlocks	

9-17. Transition to AMEDD formats from Z: Drive:

It is important to understand that the goal of the ESMIS program is to convert all local forms to FormFlow format for the purpose of working more efficiently within AMEDD. Many of the local forms were designed in Perform Pro year ago. They are slowly being

converted to FormFlow format. In future months they will be added to the local form area in AMEDD. In time, all electronic forms on the Z: drive will migrate to the AMEDD program, removed from the z: drive. Call the Help Desk to Load AMEDD on your desktop, 678-4220.

9-18. “Using the Spell Check” Function.



Use the Check Spelling command to ensure that all text on your form is spelled correctly. You can check the entire form, or individual objects.

- The AMEDD Electronic Forms Support System compares the text on the form with entries in the default dictionary.
- If a word is found which is not in the default dictionary, the word is selected and a list of possible spellings for that word is displayed.
- If you need to, go to the help option in AMEDD under Getting Started, and look under Using the Spell Check Function.

10-0. **DO YOU NEED HELP LOCATING A FORM?**



Version 4.6

Do you Need Help Locating a Form?

This procedure helps you locate forms by Keyword or Form Number.

10-1. Finding a Form by Category, Keywords or Numeric Form Numbers.

Use the menu button

Find Forms by Category or KeyWord

To Access a Form by a CATEGORY Type:

- Click once on the FIND FORMS BY **CATEGORY** OR **KEYWORD** button on the main menu.
- Click once on the desired category and double click on the number of the form you wish to use.

To Access a Form by a KEY WORD Search:

- To use the **KEYWORDS** feature, key in a word, letters, or phrase in the box labeled ENTER KEYWORD LETTERS TO SEARCH FORM TITLES and depress the Enter key.

- For example, if you wish to search for all the forms containing the word “Nurse” or Nursing” in the title, enter the letters nurs and depress Enter.
- A scroll list of all the forms containing that string in the form title will appear.
- Double click the desired form number to use the form.

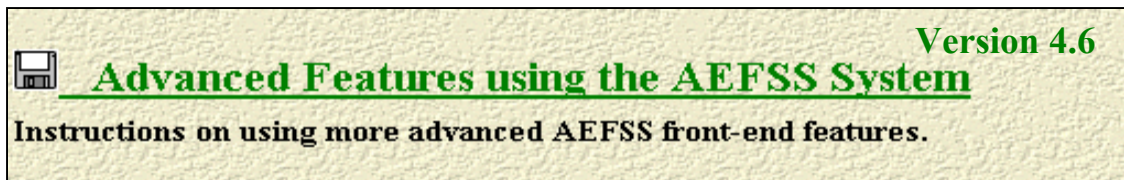
To Access a Form by a **NUMERIC SEARCH**:

Allow you to search for a form based on numbers contained in the form number. For example, you know a form number contains the number 1610, but you don’t know if it is a DA or DOD form.

- Click once on the FIND FORMS BY CATEGORY OR KEYWORD box on the Main Menu.
- Click once in the **NUMERIC SEARCH BOX**
- Key in the numeric portion of the form number, i.e. **1610**
- Depress the Enter key
- A table will display all the forms, including local forms, with the number (1610) in the form number.
- Double click on the desired form number in this table to launch the form
- This also works with partial numbers such as 16, but more forms would be identified matching the search criteria.
- Under the **KEYWORD SEARCH BOX**, type in **Finance**. Three records will be displayed.
- Click on the form you want, and it will be launched.
- It is as easy as 1,2,3.

The screenshot shows a web interface titled "Forms by Categories:" in a red oval. It features two columns of category names: Awards, Benefits & Entitlements, Finance, Legal, Medical and Health, Military Personnel, Pay and Allowances, Personnel, Procurement & Contracting, Property, Safety, Security, Training & Education, Transportation, Travel, and Others. A yellow text box at the top right says "To View all Forms within a Desired Category Click on the Category Name". Below the categories are two search boxes: a "Numeric Search Box" (blue) with the instruction "To Search for a Form by Number," and a "Keyword Search Box" (red) with the instruction "To Search for a Form by Title Keyword, Enter Desired Letters or Word(s)". A green "How to Search" button and a teal "Return to Main Menu" button are positioned between the search boxes. Red arrows point from text boxes to the search inputs: "Type In 1610" points to the numeric search box, and "Type in Finance" points to the keyword search box.

11-0. **ADVANCED FEATURES USING THE AEFSS SYSTEM:**



11-1. **Attaching Other Files To A Form When Sending a Form.**

You can attach files such as Microsoft Office documents, spreadsheets, or PowerPoint slides when sending electronic forms.

To attach a file or files when sending a form with AMEDD:

- Open the desired form to send
- Select SEND FORM
- Address the form to desired recipient(s)
- Select the **PACKAGE** tab
- Click the **INCLUDE FILES** button
- Click **BROWSE**
- Select the location of the file to be attached
- Select the appropriate file type
- Select the desired file
- Select ADD
- **OK** (to include file)
- **OK** (to send)

11-2. **Building and Using Your Personal Menu.**

To **Add** a Form into Your "**Personal Menu**", please perform the following steps:

- Use the normal menu selection keys to open the form you wish to add to your "**Personal Menu**".
- After opening the form, click once on the "**Add Personal**" button located on the Ribbon Bar above the open form.
- The form will appear as part of your "**Personal Menu**" after closing the current form, returning to the main menu, and clicking on the "Personal Menu" selection button. You should see your form in that location.
- Signature forms in the **WSMR Local forms** area can be added to personal menu in the same manner.

To **Remove** a Form from Your "Personal Menu":

- Select and open the electronic form you wish to remove from your "Personal Menu".
- Click once on the "[Remove Personal](#)" button located on the Ribbon Bar above the open form.
- The form will no longer appear as part of your "Personal Menu" after returning to menu.

11-3. Changing Your Mail System.

If your users convert from one mail system to another supported mail system at any time when running AEFSS, i.e. CC:Mail to MS EXCHANGE, a simple click of the **PREFERENCES** button in the Main Menu, then selecting the appropriate new mail system will automatically make all the necessary changes on the user's workstation to enable the user to utilize the new mail client.

If you have problems not accessing your MS Exchange system, perform the suggestion mentioned in the above paragraph. The primary mail system at WSMR is Exchange.

Please note that the new mail client must be installed on the user's workstation prior to making the change.

11-4. Display a Publication or Regulation for a Form.

If a form button has an asterisk "*" displayed in the upper right corner, a publication or regulation has been identified for that form. This is convenient if you have questions about how to fill out a particular field in a form or need other information about the form. Access of a publication or regulation can be accomplished in two ways.

- Click on the red Help bar at the bottom of the form button. Click on the **DISPLAY PUBLICATION/REG FOR THIS FORM** button. This will launch your browser and bring up the publication or regulation related to the form.

- Open the form and click on the “**WALKING FINGERS**” button on the ribbon bar to launch your browser and display the publication or regulation for the form.

11-5. Finding Forms Using Categories and Keywords.

Go to 5-1. Finding a Form by Category or Numeric Form Numbers.

11-6. Import Data from a Non-Standard Named Database.

Importing an external database file into your standard named form database can be accomplished by using the **RESTORE/IMPORT** button. The IMPORT feature enables you to append data from a non-standard named form database on any drive or subdirectory into an open form. This feature is convenient for importing data from files with names such as MYRATING.DBF (A7222_1.DBF) or MYLEAVE.DBF (OPM71.DBF). These non-standard named forms databases were usually created using the SAVE AS function in Filler.

If you have your data on a diskette, this is a good technique for importing your data into the AMEDD program.

To use the IMPORT feature, follow these steps:

- Open the desired form.
- Click on the **RESTORE/IMPORT** button on the ribbon bar above the form.
- Select the **IMPORT** button.
- Click **OK**.
- Key in or use the **BROWSE** function to locate the correct path and file name for the form's non-standard database file and click **OK**.
- The records to be imported are automatically appended to the open standard-named data file for the form, c:\FormFlow\data.
- Click **OK** and you will be returned to the form.

11-7. Opening A File Attached to a Mailed Form.

Selecting the button “**Open Attached Files**” on the Toolbar during the receiving of a form through E-Mail provides you an easy method of opening attached files such as word documents, spreadsheets, PDF files or slides which are received as attachments to electronically transmitted forms. Section 4-9 can further breakdown how to accomplish the procedure. To open a file attached to an electronically transmitted form, perform the following:

- Select **CHECK FOR E-MAIL FORMS** (on the Main Menu).
- Select (Highlight) the desired form.
- Click the Open button.
- Click the **OPEN ATTACHED FILES** button on the ribbon bar.
- Select which file to open.

- The appropriate application will launch and the attached file will open. You can then save to your drive or continue forwarding the information within your form as an attachment.

11-8. Rebuilding Your Form Database File.

If the database for a specific form has become corrupted or an older database has been copied into your C:\FORMFLOW\DATA subdirectory, you will get error messages when attempting to access records or save data for the form. To attempt to salvage the data, follow these steps:

- Open the desired form
- Click on the **REBUILD DATABASE** button on the ribbon bar above the open form
- Answer **YES** when queried if you are absolutely sure you want to rebuild the Database

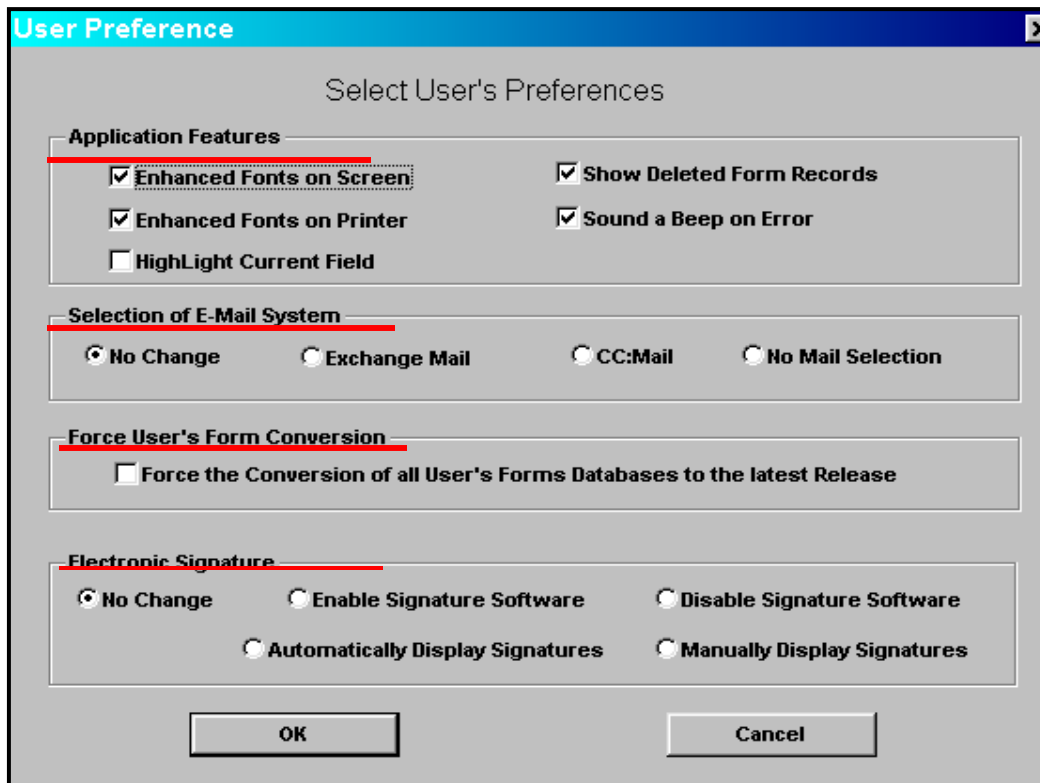
Within a few seconds, the database rebuilds and you soon return to the open form. If you still receive error messages when attempting to use the form, it will be necessary to delete the DBF, DBT, and FDS files for that particular form from the FORMFLOW\DATA subdirectory. This will delete the existing data and allow a new empty data structure to be created the next time you open the form. Recommend printing all the records you desire to keep for the form prior to deleting the DBF, DBT, and FDS files for that form if it is necessary to delete the data.

11-9. Restoring Your Form Database Information.

SPECIAL NOTE: Restoring data backed up in a previous version of AEFSS can cause error messages and unsaved data if the data structure for the form has changed considerably.

- Open the form for which you want to restore the data.
- Place your diskette containing your data into A: or B: drive.
- Click on **Restore.**
- Click on the A: drive button.
- The data contained on the A: drive should now appear on your screen. The records have also been appended to the database on your hard drive.

11-10. Selecting AEFSS and FormFlow Operating Preferences.



APPLICATION FEATURES – Selections include Enhanced Fonts on Screen, Enhanced Fonts on Printer, Highlight Current Field, Show Deleted Forms Records, and Sound a Beep on Error.

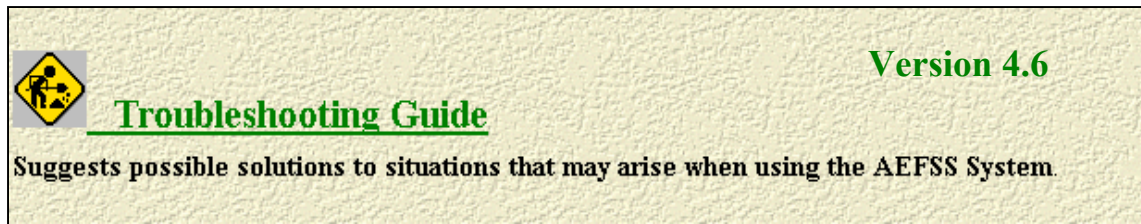
De-Selecting the **Enhanced Fonts on Screen** and **Enhanced Fonts on Printer** will force FormFlow to use .TTF fonts for the screen and printing. This may clear up many display and printer problems. The forms will still display in either mode.

SELECTION OF E-MAIL SYSTEM – Selections include No Change, Exchange Mail, CC:Mail, and No Mail Selection. This feature defaults to No Change. Go to Internet Explorer, Under Tools, Internet Options, and make sure e-mail is "**Exchange**" or "**MS Outlook**". If it is not, and shows a different mailer like Internet Express, or Outlook Express, you need to have it changed to reflect the correct default. Check with your System Administrator.

FORCE USER'S FORM CONVERSION – Allows you to force conversion of all your forms databases to the latest AEFSS version. The feature is convenient in the event you should copy data from a previous release to your **C:\FORMFLOW\DATA** subdirectory. Please keep in mind that data structures that have changed dramatically will not convert and not all fields will convert for all forms. This feature defaults to deselect.

ELECTRONIC SIGNATURE (for only those sites with **Silanis ApproveIT software** installed to be used in conjunction with AEFSS) – Selections include No Change, Enable Signature Software, Disable Signature Software, Automatically Display Signatures, and Manually Display Signatures. This feature defaults to No Change. ApproveIT is installed, the feature, **Enable Signature Software** is enabled.

12-0. TROUBLE SHOOTING GUIDE.



The Troubleshooting Guide within the On-Line Help contains much information on possible problems within the operation of AMEDD. You should read up on this area within the AMEDD menu.

12-1. Trouble Shooting Tips with AEFSS.

Troubleshooting tips and problem resolution guide. Click on each button to view criteria within the on-line help.

Accessing AEFSS

- Attempt to Access AEFSS but Receiving the Error
"FORMFLOW\FAP\SETUP.EXE Handle is Invalid"
- DFFILL Error Accessing AEFSS
- Filler Loads but the Front-end Menu does not Load
- User Deleted the AMEDD E-Forms Icon
- When Launching AEFSS, you get Error Message on the CTL3DV2.DLL Module
- Workstation is Slow Launching AEFSS

Display or Print Problems

- Form is not Printing Properly
- Forms do not Display Properly on the Display Screen
- Menu does not Display Properly, i.e., the Text does not display inside the buttons
- Status Bar is Overlaid

Miscellaneous

- AEFSS Hangs Up With DFFILL Error

- "Record Length Too Long" or "Cannot Create Database" Error Message
 - Updating Hybrid AEFSS Between Releases
 - Upon Exiting AEFSS you get an Error Message (GPF) that you have Performed an Illegal Operation
 - Words do not Add to the Dictionary when User is Performing a Spell Check
- You have tried Everything else and you are still having Problems Running FormFlow

Sending and Receiving Forms

- Address Box does not Appear when User Attempts to Send a Form using AEFSS
- Can't Make Connection to the Network when trying to SEND a Form in FormFlow
- "Error Sending Form" Message
- Getting "General Protection Faults" Sending, Returning and Forwarding Forms
- Unable to See "NOTES" Attached to an E-mail Form
- Unable to See Received E-mail Forms through FormFlow "Received Forms"
- User is having Unusual Problems Sending an Electronic Form
- Users get an Error Message when Attempting to Send Forms
- User's Own Name does not Appear in Login when using SEND or CHECK RECEIVED FORMS (CC:Mail Users)

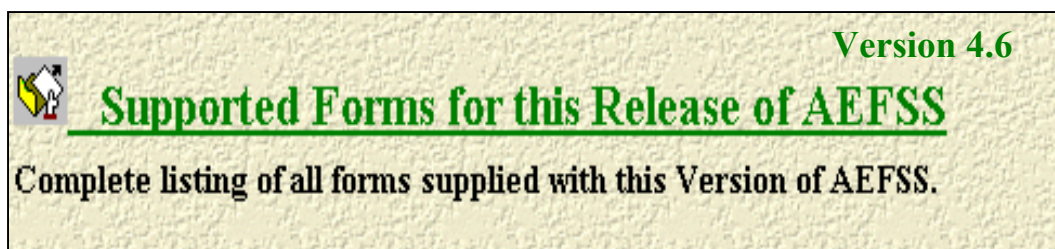
12-2. Error Messages.

- A listing of messages that may appear using the AEFSS front-end menu.

12-3. Initializaiton (.INI) and Preferences (.PRF) Files.

- Provides information on .INI and .PRF settings affected or created by FormFlow. Contact your System Administrator is you are not sure of this section.

13-0. **SUPPORTED FORMS FOR THIS RELEASE OF AEFSS.**



The **On-Line Help** menu area provides a complete listing of all forms supplied with this latest version of **AEFSS 4.6**. Status codes are included. There are 2340 electronic forms listed within the AMEDD engine. Forms are not included in this user manual because it is easier to look them up in the engine.

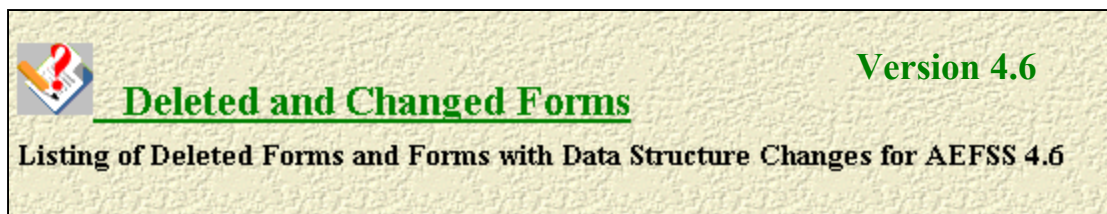
Form Status Codes:

- A - Form was added to this release**
- D - Data structure for the form has changed**
- E - Form was not changed since last release**
- F - Form changed, no change in data structure**

You will be provided the following fields of information:

Form Number, Version, Date, Status, and Form Title

14-0. DELETED FORMS.



RESCINDED OR OBSOLETE FORMS TO BE REMOVED FROM AEFSS (FORMS AND DATA WILL BE DELETED)

Several forms have been rescinded. These forms will not be included in AEFSS v4.6. The databases related to these forms will be deleted from your hard drive as part of the conversion to AEFSS v4.6

- DA1910 Observations, Astro-Fix
- DA1912 Altitude and Azimuth (SIN-COS) (Logarithmic)
- DA1919 Triangle Computation Using Two Sides and Included Angle
- DA1926 Side/Length Equations

- DA1946 Computation of Elevations from Nonreciprocal Observations (Logarithmic)
- DA1952 Mean of Results, Altimeter Leveling
- DA1964 Statistics on Computations
- DA2166-7 NCO Evaluation Report
- DA2166-7-1 NCO Counseling Checklist/Record
- DA2851 Base-Line Abstract of Results
- DA2877 Real Property Record
- DA3161-1 Request for Issue or Turn-In Report
- DA3944 Inventory Counting Slip
- DA4252-R Input Coding Availability Listing of Forces for Civil Defense
- DA4384 Commander's Report of Inquiry/Unauthorized Absence
- DA5859-R Abbreviated System Manprint Management Plan (SMMP)
- DD2661 Spoiled/Control Check Record

FORMS WITH FILE NAME CHANGES

USAPA has changed the form file names for several forms. The data file names must be changed in order to match up with the form files. An import of the old data into the new data files will be attempted. Some forms and some fields will not convert if the data structure has changed significantly. The new versions of the forms will be included in AEFSS v4.6.

DA621-R	Strategic and Critical Material Stored in Army Installations
DA2715	A thru T Unit Status Report
DA3711-R	Alcohol and Drug Abuse Resource and Performance Report (Data will not convert - data will be deleted)
DA4322-R	Army Officer Candidate Contract and Service Agreement
DA4379-R	Ammunition Malfunction Report
DA4379-1-R	Missile and Rocket Malfunction Report
DA4465-R	Patient Intake/Screening Record
DA4466-R	Patient Progress Report
DA5017-R	Civilian Employee Consent Statement
DA5019-R	Condition of Employment for Certain Civilian Positions Identified as Critical Under the Drug Abuse Testing Program
DA5073-R	Magnetic Compass Deviation Table
DA5339-R	OCS Applicant's Evaluation Sheet

DATA WILL BE CONVERTED

The data structures for the following forms have changed. A conversion of the existing data will be attempted the first time the user launches AEFSS after the file server has been updated to AEFSS Version v4.6. Some forms and some fields will not convert if the data structure has changed significantly.

DA2-1A	Personnel Qualification Record - Part II
DA2-1B	Personnel Qualification Record - Part II (Continued)
DA638	Recommendation for Award (Signable)
DA1916	Abstract of Horizontal Directions
DA1933	Geographic Coordinates from U.T.M. Grid Coordinates
DA1942	Computation of Levels
DA1943	Abstract of Zenith Distances
DA2339	Application for Voluntary Retirement
DA2441	Suggestion Award Certificate
DA2590-R	Formal Complaint of Discrimination
DA3161	Request for Issue or Turn-In Report (Signable)

DA3996	Abstract of Laundry Work Accomplished for Individual Patrons
DA4080	Transfers between Activities
DD250	Material Inspection and Receiving Report
DD254	DOD Contract Security Classification Specification
DD293	Application for the Review of Discharge or Dismissal from the Armed Forces of the United States
DD504	Request and Receipt for Health and Comfort Supplies
DD510	Request for Interview
DD892	Record of Identification Processing Skeletal Chart
DD1078	Plot Roster of Disinterments
DD1225	Storage Quality Control Report
DD1384	Transportation Control and Movement Document
DD1391C	FY Military Construction Project Data (Continuation)
DD1423-1	Contract Data Requirements List (1 Data Item)
DD1614	Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel
DD1861	Contract Facilities Capital Cost of Money
DD2051	Request for Assignment of a Commercial and Government Entity (CAGE) Code
DD2051-1	Request for Information/Verification of Commercial and Government Entity (CAGE) Code
DD2351	DOD Medical Examination Review Board (DODMERB) Report of Medical Examination
DD2370	DOD Medical Examination Review Board Three-Day Blood Pressure and Pulse Check
DD2372	DOD Medical Examination Review Board Statement of Present Health
DD2570	Third Party Collection Program - Report of Program Results
DD2656	Data for Payment of Retired Personnel
DD2789	Waiver/Remission of Indebtedness Application
DD2807-1	Report of Medical History
DD2808	Report of Medical Examination
DD2813	Department of Defense Reserve Forces Dental Examination
DD2814	Pharmacy Redesign Pilot Program Enrollment
DD2837	Continued Health Care Benefit Program
MC205-R	NCO of the Year Evaluation Sheet
MC206-R	Soldier of the Year Evaluation Sheet
OPM71	Request for Leave or Approved Absence (Signable)
SF33	Solicitation, Offer and Award
SF278A	Executive Branch Personnel Public Financial Disclosure Report - File 1
SF278B	Executive Branch Personnel Public Financial Disclosure Report - File 2
SGLV8286	Service Members' Group Life Insurance Election and Certificate

FORMS WITH KNOWN DATA LOSS DUE TO DATA STRUCTURE CHANGES (OLD DATA WILL BE DELETED)

DA3711-R	Army Substance Abuse Program Resource and Performance Report
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DD2720 Annual Confinement Report (New form will not create a database)

CHANGED FORM FILES WITH NO DATA STRUCTURE CHANGES

The form files have changed for the following forms but there was no data structure change so conversion is not necessary. The existing data will be kept as is.

DA348	Equipment Operator's Qualification Record (Except Aircraft)
DA1900	Conversion of Mean Time to Sidereal Time
DA1901	Conversion of Sidereal Time to Mean Time
DA1902	Conversion of Mean Time to Apparent Time
DA1905	Azimuth by Hour Angle Method
DA1915	Abstract of Levels and Computation of Inclination Corrections
DA1917	List of Directions
DA1918	Computation of Triangles
DA1920	Triangle Computation (for Calculating Machine)
DA1934	Grid Azimuths (t and T) and (t-T) Correction from U.T.M. Grid Coordinates
DA1935	Grid Azimuth (t) and Grid Length
DA1936	List Directions, U.T.M. Grid
DA1937	Computation of Triangles (UTM Grid)
DA1938	Position Computation (UTM Grid)
DA1939	Reduction of Taped Distances
DA1947	Computation of Elevations from Nonreciprocal Observations (by Calculating Machine)
DA1954	Plane Coordinates from Geographic Coordinates on the Transverse Mercator Projection (Calculating Machine Computation)
DA1958	Description or Recovery of Bench Mark
DA1959	Description or Recovery of Horizontal Control Station
DA1962	Tabulation of Geodetic Data
DA2166-8	NCO Evaluation Report
DA2166-8-1	NCO Counseling Checklist/Record
DA2856	Field Sheet, Tellurometer Data Entries
DA7421	Materiel Reclamation Movement Request/Return
DD2660	Statement of Claimant Requesting Recertified Check
DD2792	Exceptional Family Member Medical and Educational Summary
MC727-R	Military Justice

FORMS ENABLED FOR ELECTRONIC SIGNING

****DA638 Recommendation for Award**
****DA3161 Request for Issue or Turn-In**
***DA3711 Army Substance Abuse Program Resource and Performance Report**

(data will not convert - data will be deleted)

***DA4465 Patient Intake/Screening Record**
***DA4466 Patient Progress Report**
***DA5017 Civilian Employee Consent Statement**
***DA5019 Condition of Employment for Certain Civilian Positions Identified Critical**
Under the DA Drug-Free Federal Workplace Program
***DA5521 Record of Emergency Data and Designation of Beneficiary for Unpaid**
Compensation of Deceased NAF Employee
DA7222 Senior System Civilian Evaluation Report
DA7223 Base System Civilian Evaluation Report
***DA7412 Condition of Employment for Certain Civilian Positions Identified**
Safety-Sensitive Under the Dept of Transportation
DD1610 Request and Authorization for TDY Travel of DOD Personnel
DD2161 Referral for Civilian Medical Care
****OPM71 Request for Leave or Approved Absence**
SF1034 Public Voucher for Purchases and Services Other than Personal

***Indicates new signable forms or new signable versions of forms that previously were not signable.**

****New version of this form will be included in AEFSS 4.6. Data will be converted.**

Adobe Systems

15-0. THE ADOBE FORM FLOW FILLER 2.23.2 MODULE.

Installed within the **AMEDD 4.6** front engine software program is the Adobe (formally Accelio) FormFlow Filler Classic 2.23.2, 16 Bit environment. The Accelio software agreement is displayed during the initial loading of AMEDD. If you accept, you click on **NEXT**.

The AMEDD program is a remarkable product. It has enhanced FormFlow tool bar functions in its operating system, providing the end-user with an enhanced user-friendly environment. AMEDD includes a tutorial guide with the [on-line help](#) button to understand commands associated within FormFlow commands.

During the early 1990's, White Sands Missile Range personnel utilized the Delrina FormFlow Filler, and in 2000, upgraded to the AMEDD front engine and the platform Jetform Form Flow Filler. Since the adoption of AMEDD, WSMR end-users describe the AMEDD program as quite remarkable and friendly. Many have stated they do not wish to return to FormFlow filler by itself. The form support program combined with FormFlow filler 2.23.2 has enhanced the current methodology of FormFlow processing at White Sands Missile Range. With the signature capture capabilities now available in AMEDD, and USAPA converting to ApproveIt, the future looks brighter in the Electronic Commerce arena. AMEDD has become a great tool supporting daily electronic form needs.

If you do not have AMEDD loaded on your system, contact your System Administrator for details on its capabilities. It can be loaded upon request via appointment. The AMEDD program is the first step in moving into a possible web site environment in the near future. AMEDD is currently testing the possibilities.

As you familiarize yourself with the AMEDD engine, you will become aquatinted with its features. The AMEDD front-end screen has been customized for White Sands Missile Range, and totally supported by Army Medical Command. The front-end is designed with the field customer in mind. It is flexible, colorful, and projects added value in processing daily requirements. In the near future, the U.S. Army Publications Agency (USAPA) will provide enhanced electronic signature forms to their forms library.

Acrobat Adobe Writer And Distiller

16-0. The ApproveIt Plug-In 5.22 for Adobe Acrobat 4.0 or higher

The Acrobat plug-in allows you take better advantage of the Portable Document File (PDF) format by enabling you to perform standard approval tasks. With ApproveIt for PDF, you can design straightforward approval processes for documents requiring multiple approvals by everyday users, as well as to take advantage of PDF's electronic paper attributes – avoiding unintentional document changes and ensuring content auto-authentication at all times.

With ApproveIt for PDF, the approval functions are accessed directly from the ApproveIt menu in the menu bar. You can perform the following approval tasks:

- Approve a document **Approve**
- Authenticate a document **Verify Approval**
- View signature **Verify Approval**

After a document has been approved, every time the document is opened in Adobe Acrobat 4.0 or higher, an authentication check is automatically performed on the document (this is the default setting and can be re-configured if desired).

ApproveIt's Intelligent Signature Technology can immediately detect if the PDF file has been altered. If an alteration has taken place a warning message appears and the signature(s) on the document are re-drawn with diagonal lines on top of them (hashed-out). Dynamic Auto-Authentication is performed automatically every time you attempt to print from Acrobat.

Adobe Acrobat Reader alone cannot perform this function. You must use the full Adobe version of Adobe 4.0 or higher which includes Adobe Acrobat Writer or Distiller.

For your convenience, during the approval process, you can “fine-tune” the location of your signature within the .PDF document. The placement of the signature will be “**locked down**” upon closing the file. From that point on its placement in the document cannot be modified. This is a default setting and can be disabled to force immediate “lock down” of signatures during the Approval process.

16-1. Security within the Adobe Acrobat Plug-In.

With ApproveIt for PDF the security of your signature within a signed document is guaranteed by Silanis Technology at all times. An ApproveIt Approved document can be opened on a system that does not have the ApproveIt application installed however, all signatures contained in the document are automatically protected by the application. Signatures will appear “**hashed out**” in these circumstances in order to prevent anyone

from utilizing your signature in a fraudulent manner or from printing out a document containing your signature that has not been authenticated as original.

In-order signing refers to documents in which the placement of each approval within it is determined by the order in which people approve it. The first approval will go to a specific spot on the document, so will the second approval, and so on.

Out-of-order signing means that the position of each approval is determined not by the order in which people approve the document, but by whom is actually approving the document. For instance the employee's approval will go to a specific spot on the document, so will the manager's approval, and so on. No matter whom signs first, the manager's approval will always end up in the spot that you have reserved for him/her. The key is how you prepare your document.

16-2. Preparing a Document for In-Order Signing.

- Open the PDF document in Acrobat
- Create form fields where you want ApproveIt to place signatures and associated approval data (signer's name, date, comments, etc.).
- Name each field in correspondence with the information that ApproveIt will place within it as outlined below. It is necessary to number each field name by placing the number '1' at the end of each field name. This refers to the fact that this is going to be first approval taking place in the document. Please note that field names are case sensitive.

Form Field Name	Data
SIGNATURE1	Signature image
CAPTURENAME1	Name of the owner of the signature
COMMENT1	Comment entered by signatory at the time of approval
DAC1	DAC number for this document
DATE1	Approval date
NAME1	Computer user's name
TIME1	Approval time

- Repeat the step above for the second approval, this time using number '2' at the end of each field name (i.e. SIGNATURE2, CAPTURENAME2, DATE2, etc.)
- Note: There can be any number of approvals made to a document. ApproveIt refers to the numbers at the end of field names as a means for automatic placement of signatures, and approval information in the appropriate locations.

16-3. Configuring ApproveIt for In-Order Signing.

- In the ApproveIt configuration utility, go to the "**Signature Placement**" tab.
- In the "**Placement Mechanism**" drop list, select "**Replace Phrase**".
- In the "**Replaced Phrase**" drop list, select "**SIGNATURE**".

16-4. Approving in Adobe Acrobat with ApproveIt.

- Open Adobe Acrobat and open your document.
- Approve your document using the ApproveIt/Approve menu.
If it is the first time that anyone has signed this document, ApproveIt will look for the first SIGNATURE field (i.e. "SIGNATURE1"). It will then look for all approval-related fields, i.e. CAPTURENAME1, DATE1, etc.
- Pass your document to the next person in the approval process. When that person approves the document, ApproveIt will look for the second SIGNATURE field (i.e. SIGNATURE2) and approval-related fields (CAPTURENAME2, DATE2, etc.).

16-5. Approving a Document with PDF (Adobe Acrobat) In ApproveIt.

Approving a PDF document with the ApproveIt PDF plug-in functions in the same fashion as all other ApproveIt plug-ins, except in cases in which you place your signature manually into the document.

To approve a PDF document and manually place your signature, do as follows:

- From the ApproveIt menu, choose Approve, or click the Approve icon.
- **The cursor is displayed as a pen (unless the current Placement Mechanism is set to Replace Phrase in the Signature Placement tab of the configuration utility).**
- Position the cursor where you want to place your signature on the document.
- Click the mouse button and hold it down while you drag the mouse out to create a rectangular box that reflects the size of, and location for, your signature. Release the mouse button when you are satisfied with the size of the box.
- From the Captured Signature dialog box, select your signature and click **OK**.
- Enter your password to retrieve your signature.
- ApproveIt "signs" your document places your signature in the location of the rectangular box and scales your signature to fit the rectangle. This is done using the pencil pen. (as defined in step 3).
- You can reposition your signature (default configuration) before you close the document. Once you have closed the document the signature is fully embedded and cannot be moved in any way.
- You can now send your document to another person for signing or viewing.

Note that when you sign this way, pre-defined fields such as DATE1, TIME1, TITLE1, etc. will not be updated by ApproveIt.

16-6. How does Portable Document File (PDF) Work in Adobe Using ApproveIt?

ApproveIt for use with Adobe Acrobat PDF format works in a similar fashion as pen and paper. When you sign a piece of paper with ink pen you cannot remove the signature without tearing up the document. The same concept applies in the ApproveIt for PDF plug-in. When you approve a PDF file, the approval is embedded and bound to the PDF document. A user cannot delete or remove the approvals from a document. Therefore, if you are using a PDF file as a “template” you should first perform a ‘**Save As**’ function before applying the first signature in order to keep your “template” free of any signatures.

When you perform a “**Save As**” function to a PDF file that contains an ApproveIt signature, the signature will be drawn **hashed-out** for additional security. To clear the lines, and display the original signature online, simply perform an ApproveIt “**Verify Approval**” command.

16-7. Demo on How to Sign a Document or Form with ApproveIt in PDF.

You must first install a minimum of Adobe Acrobat 4.0 or higher on your system. You will then activate the writer or distiller function to sign a FormFlow form or document, and route. The following is an example of how this can be accomplished using Adobe Acrobat. The following is an example of working with an electronic form:

- Open a FormFlow document with **AMEDD**.
- We will use the **DA Form 1045 Army Ideas For Excellence Program (AIEP)**
- We will fill out the form as much as possible (Remember, it is just a sample)

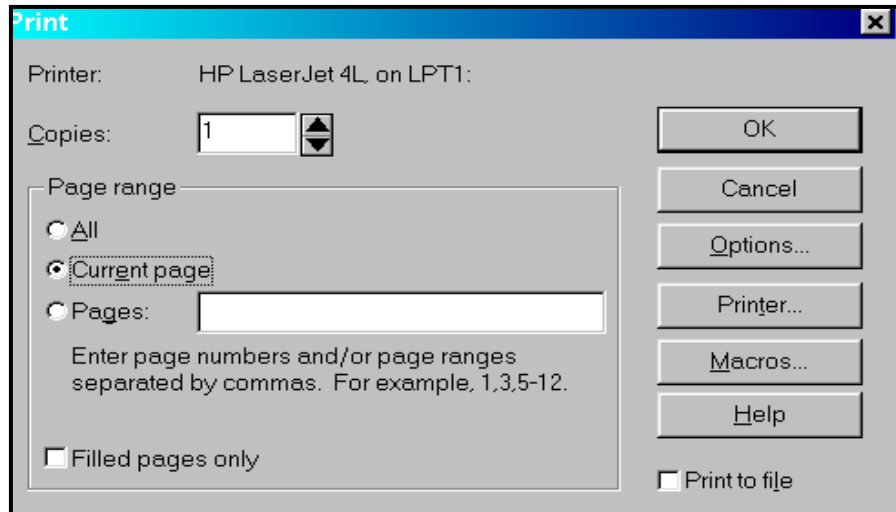
Below is what you would see on your AMEDD screen:

The screenshot displays the 'AMEDD Electronic Forms Support System - [Army Ideas for Excellence Program (AIEP) Proposal.]' window. The interface includes a menu bar (Setup, Views, Edit, Format, Preferences) and a toolbar with buttons for navigation and form actions. The main form area contains the 'ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL' with instructions and a structured data entry section.

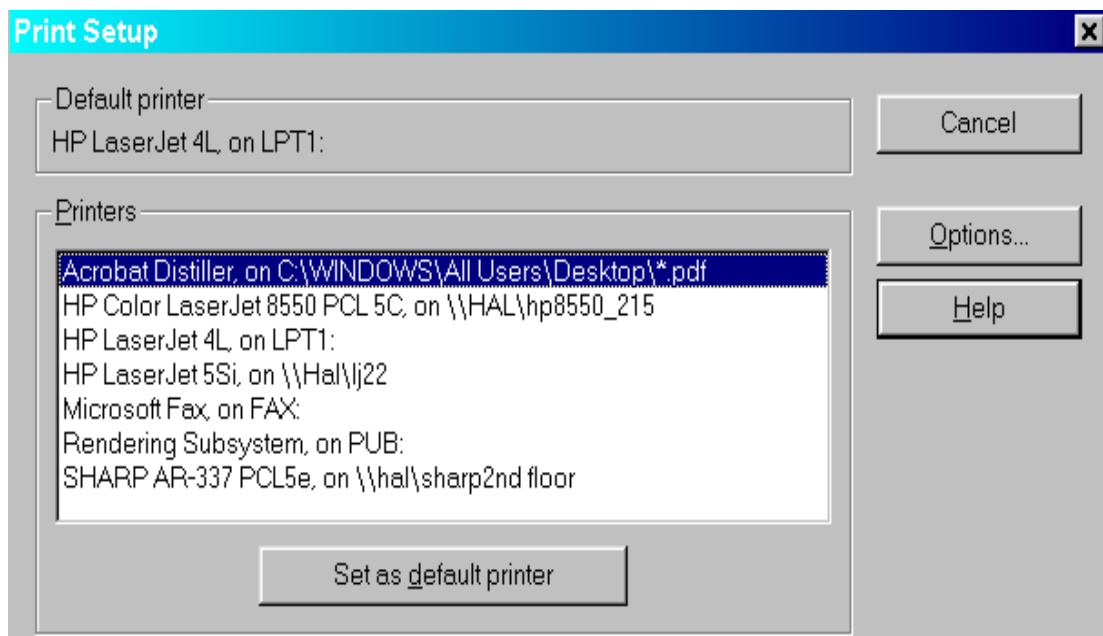
ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL		
For use of this form, see AR 5-17, the proponent agency is OCSA (See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TO P PORTION TO EVALUATOR.)		
1. Suggester Information		
a. NAME OF SUGGESTER (Last, First, MI) SMITH, DAWN (EXAMPLE PURPOSE ONLY)	b. SSN 384-93-9093	c. GRADE GS-12
d. POSITION MANAGERIAL ACCOUNTING	e. TITLE ACCOUNTANT	
f. INSTALLATION OR ACTIVITY (Complete office address) RESOURCE MANAGEMENT CSTE-DTC-W5-RM WHITE SANDS MISSILE RANGE WHITE SANDS, NM 88002		g. OFFICE TELEPHONE (AV and Commercial) DSN-258-3838 505-678-3838
h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address) 3538 Deer Lane El Paso, Texas 79915		i. SUGGESTER'S STATUS <input checked="" type="checkbox"/> Direct Hire Civilian <input type="checkbox"/> Active Military <input type="checkbox"/> Indirect-Hire Local National <input type="checkbox"/> Other (Specify)
2. I, the suggester, acknowledge the following:		
The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.		a. SIGNATURE OF SUGGESTER
		b. DATE 16 May 2002

Once you have filled out the entire form, activate the Adobe Acrobat Writer or Distiller to embed the signature fields, and dates. Recommend you use Distiller in Adobe 4.0 or higher..

Select the printer icon command in AMEDD. You will see the following dialog box. Select current page if it is just a one-page form or pages if it contains more than 1.



Next go to **Printer**. Under Printers, Select Acrobat Distiller. If you use Adobe 5.0, you will be prompted to Acrobat Distiller, on **C:\Windows\All Users\Desktop*.pdf**. If you use 4.0, you will be prompted to **C:\programs\adobe\acrobat*pdf output**. You will be given an option to save the file to another location if you wish. Tip: When processing electronic forms, **Distiller** generates a better quality product than using writer on forms or graphic images.

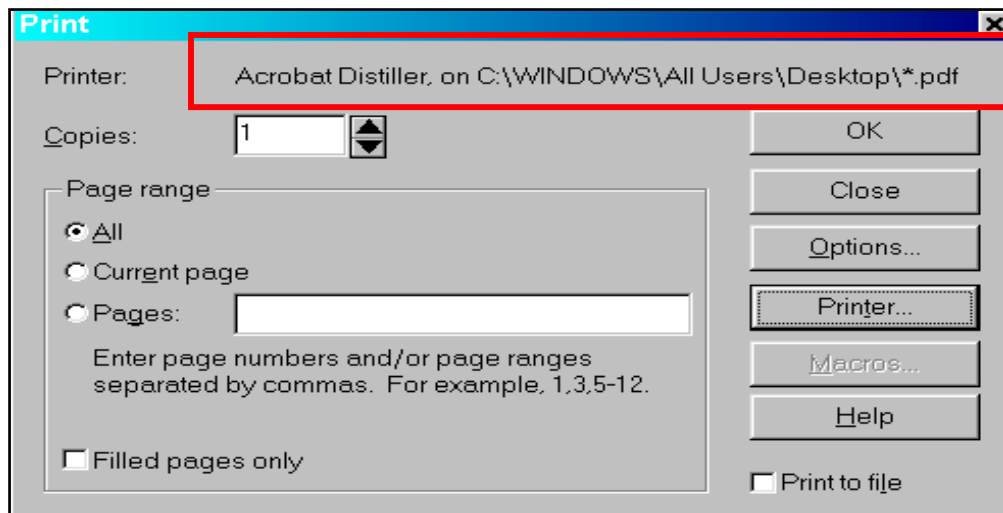


After you select Distiller, Click on “**Set as Default Printer**” button.

Click on **Close**. This will take you back to the printer dialog box.

The printer dialog box will display the new printer option as Acrobat Distiller as stated below.

If you have your Acrobat directory pointed to a different location, it will display that location instead. Click on **OK**.



You will be prompted if you want to save the file at a different location. You may do so at this point. Select the directory and click on OK.

ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL		
For use of this form, see AR 5-17, the proponent agency is OCSA (See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TOP PORTION TO EVALUATOR.)		
1. Suggester Information		
a. NAME OF SUGGESTER (Last, First, MI)	b. SSN	c. GRADE
SMITH, DAWN (EXAMPLE)		GS-12
d. POSITION		
MANAGERIAL ACCOUNT.		
f. INSTALLATION OF		
RESOURCE MA		
CSTE-DTC-WS-		
WHITE SANDS		
WHITE SANDS,		
h. HOME ADDRESS		
sent to that address		
3538 Deer Lane		
El Paso, Texas 79910		
2. I, the suggester, acknowledge		
The acceptance by me of a cash award or other form of recognition		
a. SIGNATURE OF SUGGESTER		

Save PDF File As

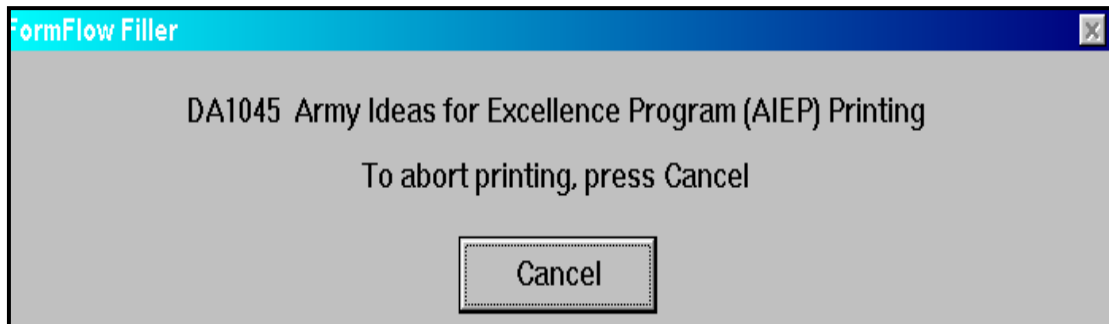
File name: Army Ideas for Excellence Pr

Save file as type: PDF files (*.PDF)

Drives: c:

OK Cancel

The next dialog box displays that the action is being executed.



After this action is completed, you will see the Adobe Acrobat program open, and within a few seconds, you will see the DA Form 1045 inside the Adobe Acrobat application. All the data will be present except for the signature blocks and date fields.

If the ApproveIt software was loaded correctly, you will see the [ApproveIt](#) command button on top of the toolbar of Adobe. It is this toolbar that will activate the signature elements to be placed on the DA 1045 form.

Below is what you will see on your screen when the Adobe application opens Version 4.0 or higher:



The electronic form, data fields, data input will appear within the Adobe application. Note that **ApproveIt Command Button** at the top of the page.

ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL
For use of this form, see AR 6-17, the proponent agency is OCSA
(See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TOP PORTION TO EVALUATOR.)

1. Suggester Information

a. NAME OF SUGGESTER (Last, First, MI) SMITH, DAWN (EXAMPLE PURPOSE ONLY)	b. SSN 384-93-9093	c. GRADE GS-12
d. POSITION MANAGERIAL ACCOUNTING	e. TITLE ACCOUNTANT	
f. INSTALLATION OR ACTIVITY (Complete office address) RESOURCE MANAGEMENT CSTE-DTC-WS-RM WHITE SANDS MISSILE RANGE WHITE SANDS, NM 88002		g. OFFICE TELEPHONE (AV and Commercial) DSN-258-3838 505-678-3838
h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address) 3538 Deer Lane El Paso, Texas 79915	i. SUGGESTER'S STATUS <input checked="" type="checkbox"/> Direct Hire Civilian <input type="checkbox"/> Active Military <input type="checkbox"/> Indirect-Hire Local National <input type="checkbox"/> Other (Specify)	

2. I, the suggester, acknowledge the following:

The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

a. SIGNATURE OF SUGGESTER
b. DATE 16 May 2002

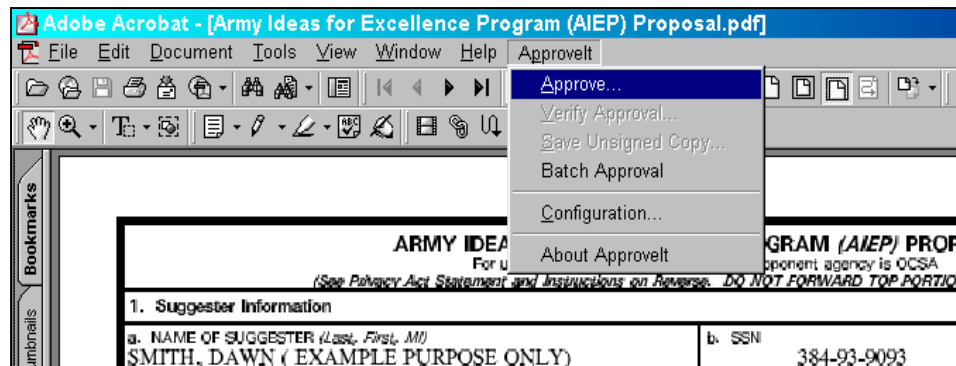
The ApproveIt command button means you now have the capability to embed any number of signatures and dates within the AMEDD generated electronic form.

At this point, you can sign the form two different ways. Once you sign the form, you can not un-delete your signature. This does not work like in MS Word. Make sure all your data is final before you sign.

- You can sign the form by using the ApproveIt toolbar on top of the application that activates the **pencil pen** icon to drag and insert signature.
- You can customize to sign and date the form using the Form Tool (F) icon on the left-hand side of the toolbar menu.
- You can sign a document in Word or Excel, write into Adobe, sign, and send to recipient that does not have ApproveIt, but does have **Adobe Reader** on their PC.

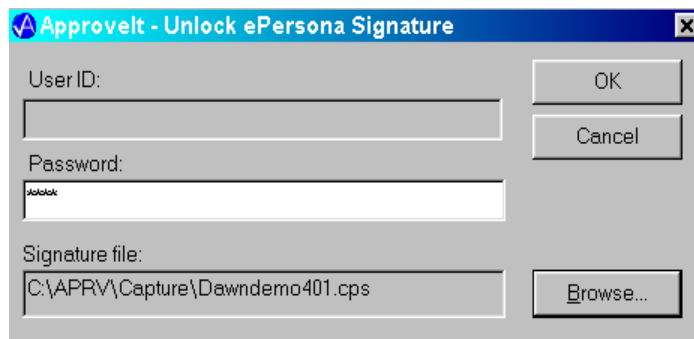
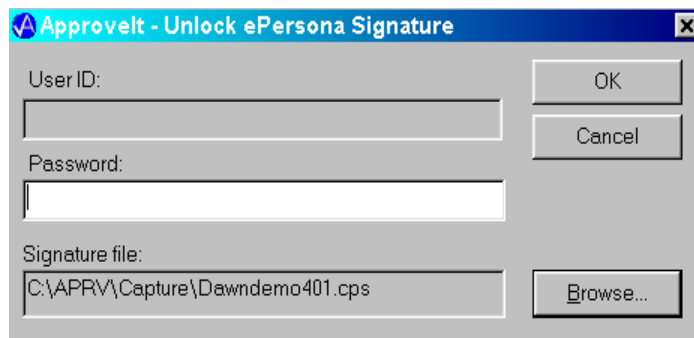
16-7a. Signing the DD Form 1045 using the ApproveIt Tool Bar and Pencil Pen.

Go to the ApproveIt toolbar. Click **Approve**. See Dialog box below.



When you click on **Approve**, the system will go to your captured signature file, and open the file containing your signature element. The next dialog box will contain your name, and signature path. Insert your password. Your signature element will appear on the screen. Click on **OK**.

Type in Your Password

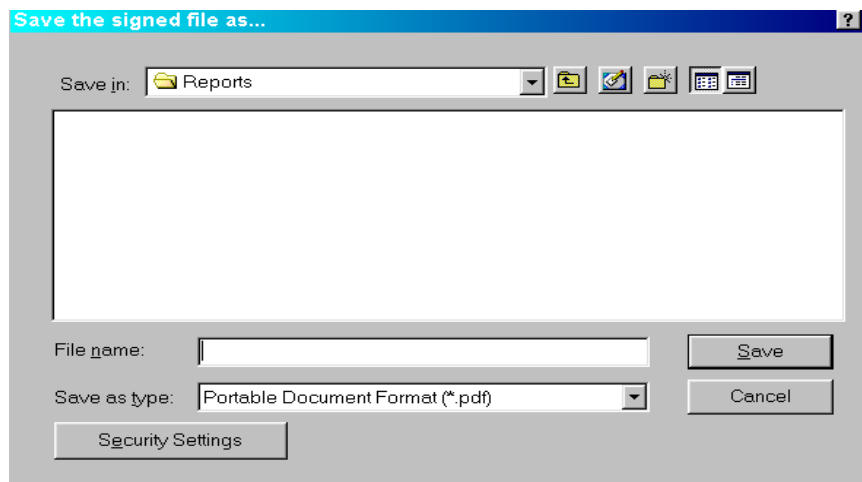


For this exercise, Dawn Smith will be used as the example. For future reference, Once the DOD PKI concept is fully operational, the signature elements will contain the employees DOD certificate for electronic signature authentication. If the employees certificate is not valid or available, you should not accept the document.

If the password is correct, the signature element is displayed, as below:



ApproveIt will then ask you when you want to save the signed file. It normally places it inside the Report File area of ApproveIt folder. You have the option to select where you want to place it. Type in the file name, and hit save. It will generate where the file will be saved.



Click on **Save**. The next screen is important. Your cursor on the screen will be change appearance and take the shape of a **pencil pen** for you to sign your signature on the form. Move the pencil to the signature block where you will normally sign, click on the left mouse, and draw a box across and down the size that will be greater than the size of the box. If you look at the example below, you will see the finished signature product.

Tip: draw a bigger box than the one your signature will fall in. After you draw your box, and let go, your signature will drop in.

This action will drop in only the signature element. If a date was pre-inserted before the form was brought into Adobe, you can use this method.

But, if a date is required after you bring the form into adobe, this method is not what you want to use. The second example using the Form Tool (F) icon will explain this concept.

Acrobat - [Army Ideas for Excellence Program (AIEP) Proposal.pdf]

Edit Document Tools View Window Help ApproveIt

151%

SMITH, DANN (EXAMPLE FOR USE ONLY)

2001-20-2002

05-12

d. POSITION MANAGERIAL ACCOUNTING	e. TITLE ACCOUNTANT
f. INSTALLATION OR ACTIVITY (Complete office address) RESOURCE MANAGEMENT CSTE-DTC-WS-RM WHITE SANDS MISSILE RANGE WHITE SANDS, NM 88002	g. OFFICE TELEPHONE (AV and Commercial) DSN-258-3838 505-678-3838
h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address) 3538 Deer Lane El Paso, Texas 79915	i. SUGGESTER'S STATUS <input checked="" type="checkbox"/> Direct Hire Civilian <input type="checkbox"/> Active Military <input type="checkbox"/> Indirect-Hire Local National <input type="checkbox"/> Other (Specify)
2. I, the suggester, acknowledge the following: The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.	
a. SIGNATURE OF SUGGESTER	
b. DATE 16 May 2002	

Notice the dotted signature element after you draw in the box. Once you release, the signature element is called in. The writing overlaps the elements in the signature block making it look natural. In Adobe, you can click on the signature element, and try to delete, but with no success.

The key to this procedure is to insure that everyone who will sign the form has Adobe Acrobat Writer/Distiller on his or her desktop along with ApproveIt. If you go to the top of the page, and select ApproveIt, [Verify Approval](#), it will validate the form to insure no tampering has occurred. This is the power of ApproveIt. A scanned signature will not provide authentication of the entire form. Validation is an important element of the ApproveIt process.

Dawn Smith's Physical Signature Appears displays below in the signature block.

Adobe Acrobat - [DAForm1045, May 02.pdf]

File Edit Document Tools View Window Help ApproveIt

151%

ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL
For use of this form, see AR 6-17, the proponent agency is OCSA
(See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TOP PORTION TO EVALUATOR.)

1. Suggester Information

a. NAME OF SUGGESTER (Last, First, MI) SMITH, DAWN (EXAMPLE PURPOSE ONLY)	b. SSN 384-93-9093	c. GRADE GS-12
d. POSITION MANAGERIAL ACCOUNTING	e. TITLE ACCOUNTANT	

1. INSTALLATION OR ACTIVITY (Complete office address)
RESOURCE MANAGEMENT
CSTE-DTC-WS-RM
WHITE SANDS MISSILE RANGE
WHITE SANDS, NM 88002

g. OFFICE TELEPHONE (AV and Commercial)
DSN-258-3838
505-678-3838

h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address)
3538 Deer Lane
El Paso, Texas 79915

i. SUGGESTER'S STATUS
☒ Direct Hire Civilian ☐ Active Military
☐ Indirect-Hire Local National ☐ Other (Specify)

2. I, the suggester, acknowledge the following:
The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

a. SIGNATURE OF SUGGESTER
Dawn Smith

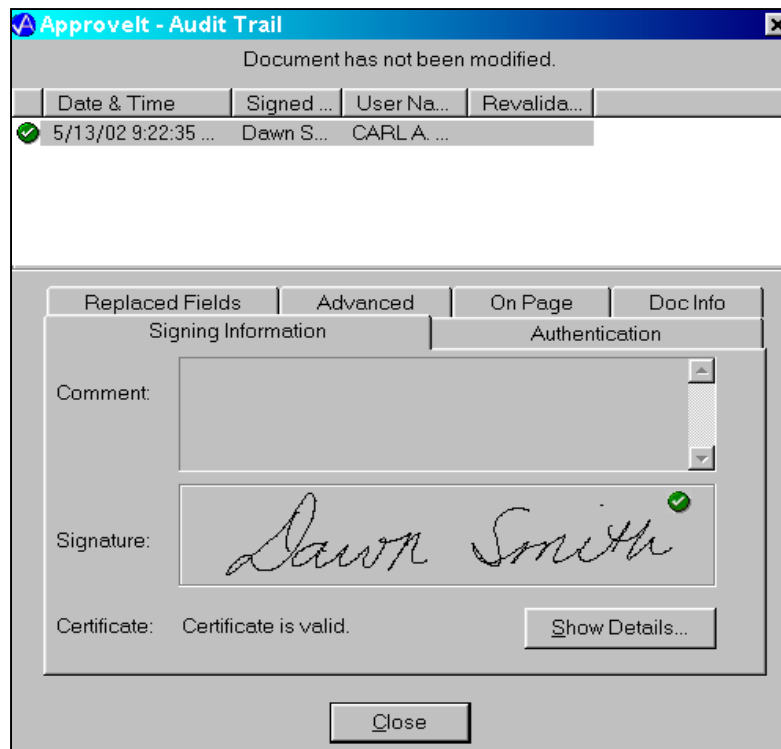
b. DATE
16 May 2002

If you wish to see signatures that have authenticated within ApproveIt, go to Approve, **Verify Approval**. The next dialog box is an illustration of what you will view.

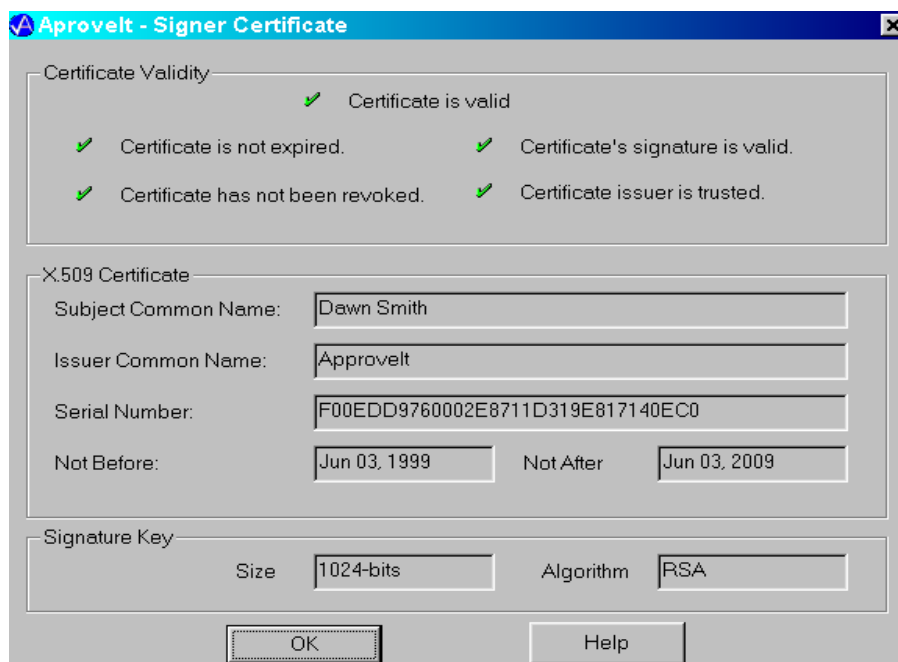


Dawn Smith's Signature will appear in the Signature Window, along with the date and time she signed, where the file came from, and that her name came from a captured file. This is called the history window.

Using the new ApproveIt 5.22, DOD certificate information is now available on the individual that signed the form. This would be validated using a Common Access Card (CAC). Notice that the Document has not been modified. A green checkmark is next to the signature element. If the document had been modified, a red check mark across the name will appear. This is your identifier not to accept the form.



To view the persons certified, click on Show Details. In this case, Dawn's PKI certificate information is revealed.



Important: You will not see your DOD PKI Certificate until you have been issued a smart card reader, a common access card, and your signature has been re-configured under 4.01 format. This should happen between July 2002 and Oct 2003.

You must remember that in this exercise, the signature dates were pre-populated before the person signed the form. The second method will show how to sign and date a form at the same time.

Once signatures are signed, you can route the form via Exchange or Outlook with the send command. Once the DOD PKI system is in place, your PDF document will reside as an attachment within the PKI encrypted e-mail. Each person will sign, and route the form to the next signer. Once the form is finalized with all signatures, it can then be routed to anyone who has Acrobat Reader. To sign a form or document, you must have **Acrobat Writer/Distiller**. If you have reader or writer, you can print or view the form with all data and signatures, but not delete any of the information or signatures. If you do not have acrobat reader you can get a free copy by going to:

www.adobe.com. Go to the **Products** area, and select Adobe Acrobat Reader 5.0. It will then take you through the step to download. Make sure you install to your Program File. An icon will be placed on your desktop. Double click on the icon to unpack and load Adobe Reader to your desktop. If you have problems, call the Help Desk at 678-4220.

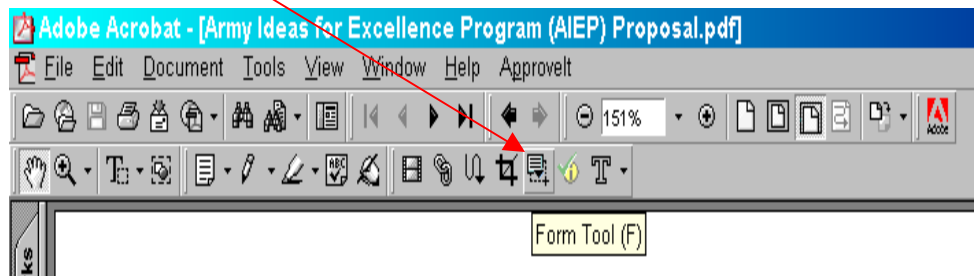
16-7b. Signing the DD Form 1045 Using the ApproveIt Form Tool (F) to Include Signature and Date and Time.

Taking the same form we used above, we will move on to not only sign the form, but drop in the date at the time of signing. Note that there is no date in the signature block of this form.

This exercise will inform you how to attach a signature, date, and time within the completed form for signing by one or more individuals.

The **Form Tool (F)** is will be the mechanism for accomplishing this task.

The Form Tool (F) is magnified below.



This form needs to generate a signature and a date to be included with the signature.

ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL
 For use of this form, see AR 5-17, the proponent agency is OCSA
 (See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TOP PORTION TO EVALUATOR.)

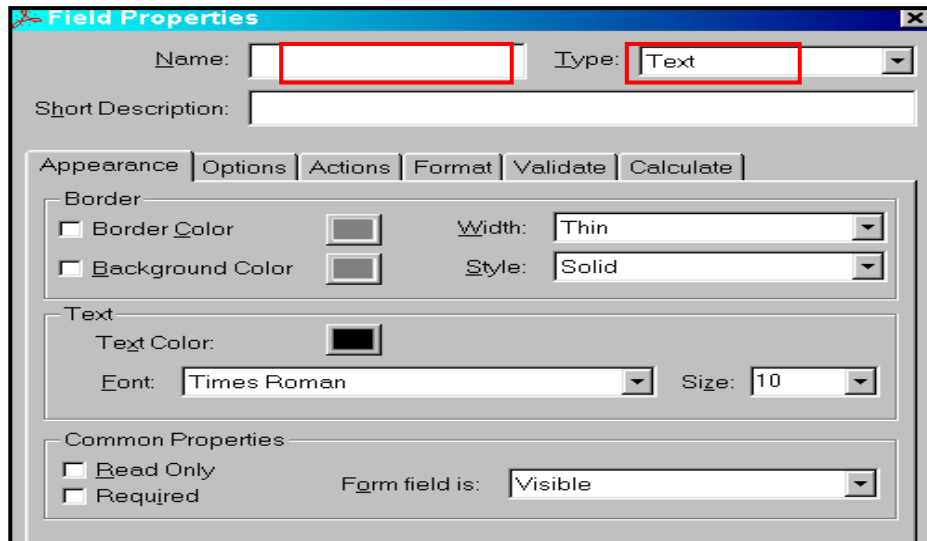
1. Suggester Information		
a. NAME OF SUGGESTER (Last, First, MI) SMITH, DAWN (EXAMPLE PURPOSE ONLY)	b. SSN 384-93-9093	c. GRADE GS-12
d. POSITION MANAGERIAL ACCOUNTING	e. TITLE ACCOUNTANT	
f. INSTALLATION OR ACTIVITY (Complete office address) RESOURCE MANAGEMENT CSTE-DTC-WS-RM WHITE SANDS MISSILE RANGE WHITE SANDS, NM 88002		g. OFFICE TELEPHONE (AV and Commercial) DSN-258-3838 505-678-3838
h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address) 3538 Deer Lane El Paso, Texas 79915	i. SUGGESTER'S STATUS <input checked="" type="checkbox"/> Direct Hire Civilian <input type="checkbox"/> Active Military <input type="checkbox"/> Indirect-Hire Local National <input type="checkbox"/> Other (Specify)	
2. I, the suggester, acknowledge the following: The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.		
		a. SIGNATURE OF SUGGESTER b. DATE
3. Suggestion Information		

The tool bar for setting up the signature block or date will be located on the left of the screen. It is called “**Form Tool (F)**” This tool is very important in setting signature block, date block, comment block, or specific block information for future input using the ApproveIt command. Once you have finalized your block information, all the specified data information will drop into the appropriate areas along with the signature element.

Click on the **Form Tool (F)**, and move to the signature area. Your cursor will turn into a small cross (+). Drag the cross to the signature area where you will draw a square box on top of the signature box. Make sure it is larger than the box. You will see the following:

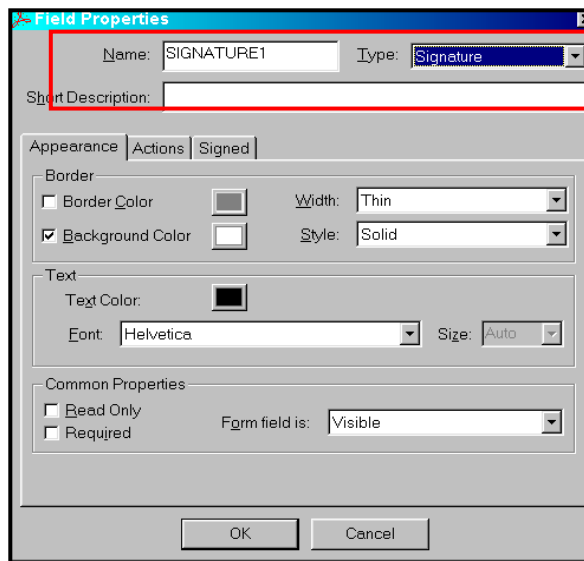
2. I, the suggester, acknowledge the following: The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.	a. SIGNATURE OF SUGGESTER
	b. DATE

After you left go of the Form Tool (F), you will see the following **Field properties** box open. You will type in “**SIGNATURE1**” in the name area (use 1, 2, 3, etc. depending on how many signatures you will insert into the form). In the Type area, you will select “**SIGNATURE**” on the down arrow. Click on **OK**.

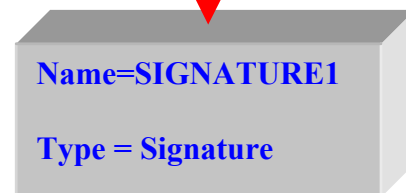


The image shows the 'Field Properties' dialog box. The 'Name' field is empty and highlighted with a red rectangle. The 'Type' dropdown menu is set to 'Text' and is also highlighted with a red rectangle. The 'Short Description' field is empty. The 'Appearance' tab is selected, showing options for 'Border' (Color, Width, Style) and 'Text' (Color, Font, Size). The 'Common Properties' section includes 'Read Only', 'Required', and 'Form field is' (set to 'Visible').

Do the following changes...



The image shows the 'Field Properties' dialog box with the 'Name' field set to 'SIGNATURE1' and the 'Type' dropdown menu set to 'Signature'. The 'Short Description' field is empty. The 'Appearance' tab is selected, showing options for 'Border' (Color, Width, Style) and 'Text' (Color, Font, Size). The 'Common Properties' section includes 'Read Only', 'Required', and 'Form field is' (set to 'Visible'). The 'OK' and 'Cancel' buttons are at the bottom.



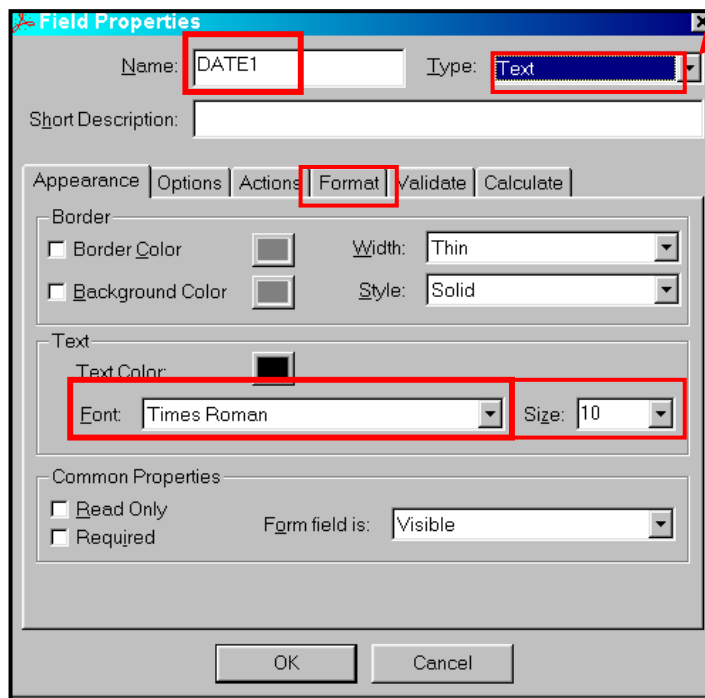
A red arrow points from the 'Name' field in the 'Field Properties' dialog box to a 3D box. The box contains the text 'Name=SIGNATURE1' and 'Type = Signature'.

Click on **OK**. The next dialog box will open with a red border and the word **SIGNATURE1** inside informing you that your signature block has been initialized.

2. I, the suggester, acknowledge the following:	
The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.	a. SIGNATURE OF SUGGESTER SIGNATURE1
	b. DATE

You have now setup the signature block. Next you will set up the date\time field upon signing. Again, select the **Form Tool (F)** icon, and drag over to the date field. Inside the date field, draw a box as you did in the signature element. You will see a field properties box. In the Name area type in: **DATE1**. Change Type from SIGNATURE to **TEXT**.

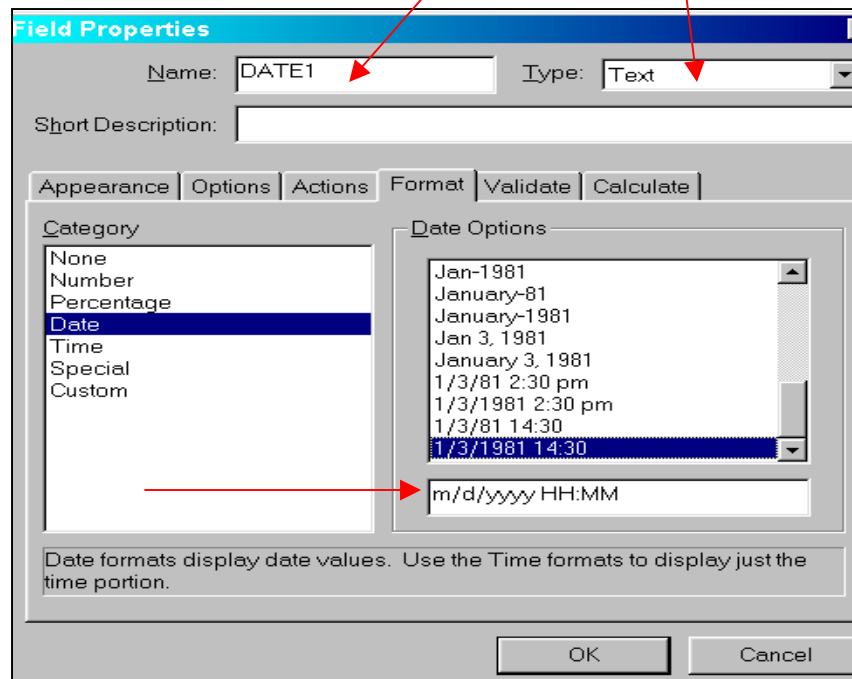
Adding the DATE1 information.



The image shows the 'Field Properties' dialog box for a field named 'DATE1'. The 'Name' field contains 'DATE1' and the 'Type' is set to 'Text'. The 'Format' tab is selected, showing options for 'Border' (Width: Thin, Style: Solid) and 'Text' (Font: Times Roman, Size: 10). The 'Common Properties' section shows 'Read Only' and 'Required' checkboxes, and 'Form field is' set to 'Visible'. A red arrow points from the 'TEXT' type selection in the previous step to the 'Type' dropdown in this dialog.

Click on **Format**. Select **date**. Go to date options, select **m/d/yyyy HH: MM**. Make sure you go to **Font** and change to **Times Roman**, and Size to **10, 11, or 12 pitch**. Otherwise, your fonts will be too big for the block. Hit **OK**.

Example dialog box below. Name: DATE1 Type: Text

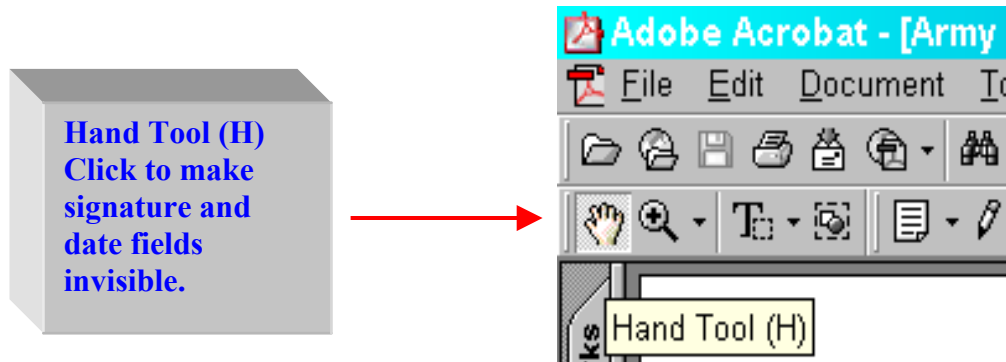


The date field will appear in red until you add additional fields.

2. I, the suggester, acknowledge the following:		
The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or	a. SIGNATURE OF SUGGESTER	SIGNATURE1
	b. DATE	DATE1
3. Suggestion Information		
a. SUBJECT OF SUGGESTION	b. PRESCRIBING DIRECTIVE AND DATE (If applicable)	c. SUGGESTION NO.
ACCOUNTING COST INTERFACE WITH WSMIS		
4. DESKTOP/PRINT PROCEDURE (If none, none is needed, continue on a separate sheet.)		

You will see in your screen two fields: **SIGNATURE1**, and **DATE1**. If you were adding more signatures, you would have to make sure that the next sequence of dates or signatures has numeric numbers assigned that match. An example is like **SIGNATURE1**, **DATE1**; **SIGNATURE2**, **DATE2**; **SIGNATURE3**, **DATE3**. **Tip: You can also setup a date field using the "COMMENT1" phrase, so that the signer types in the desired date in the comment block after he sees his signature on the screen. Clicks on "OK". The desired date and signature will drop in at the same time.**

If you look at the form, the fields are visible as shown above. You will next click on the little hand (Hand Tool H) at the top of the left-hand corner of the application to make the signature blocks invisible.



Now you can forward the form for signature. When an individual opens the form, they will go to **ApproveIt** to drop in their captured signatures. After you click on **ApproveIt**, a dialog box will open asking for your password. Your signature file should be pre-set to open your signature file. Type password. Once your password is confirmed, you will see your signature element on the screen. Click on **OK**, to drop in signature and date\time at the same time.

Adobe Acrobat - [dawn1045d.pdf]

File Edit Document Tools View Window Help ApproveIt

151%

Hand Tool (H)

ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL
For use of this form, see AR 6-17; the proponent agency is OCSA
(See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TOP PORTION TO EVALUATOR.)

1. Suggester Information		
a. NAME OF SUGGESTER (Last, First, MI) SMITH, DAWN (EXAMPLE PURPOSE ONLY)	b. SSN 384-93-9093	c. GRADE GS-12
d. POSITION MANAGERIAL ACCOUNTING	e. TITLE ACCOUNTANT	
f. INSTALLATION OR ACTIVITY (Complete office address) RESOURCE MANAGEMENT CSTE-DTC-WS-RM WHITE SANDS MISSILE RANGE WHITE SANDS, NM 88002		g. OFFICE TELEPHONE (AV and Commercial) DSN-258-3838 505-678-3838
h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address) 3538 Deer Lane El Paso, Texas 79915	i. SUGGESTER'S STATUS <input checked="" type="checkbox"/> Direct Hire Civilian <input type="checkbox"/> Active Military <input type="checkbox"/> Indirect-Hire Local National <input type="checkbox"/> Other (Specify)	

2. I, the suggester, acknowledge the following:

The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

a. SIGNATURE OF SUGGESTER <i>Dawn Smith</i>
b. DATE 5/13/02 22:37

The document now shows both the electronic signature and associated date and time. Before you route to any other person, make sure you [Verify Approval](#) the document using ApproveIt.

IMPORTANT NOTE: If you had a form with multiple signatures, you would repeat the process for each signature area including dates. As the initiator, you will first route the electronic form from within **AMEDD** to those who will sign to verify all the data is correct. You will then receive the final form with all currencies. You will then prepare the form for final signatures. You will use the instructions provided to complete the process as generated above.

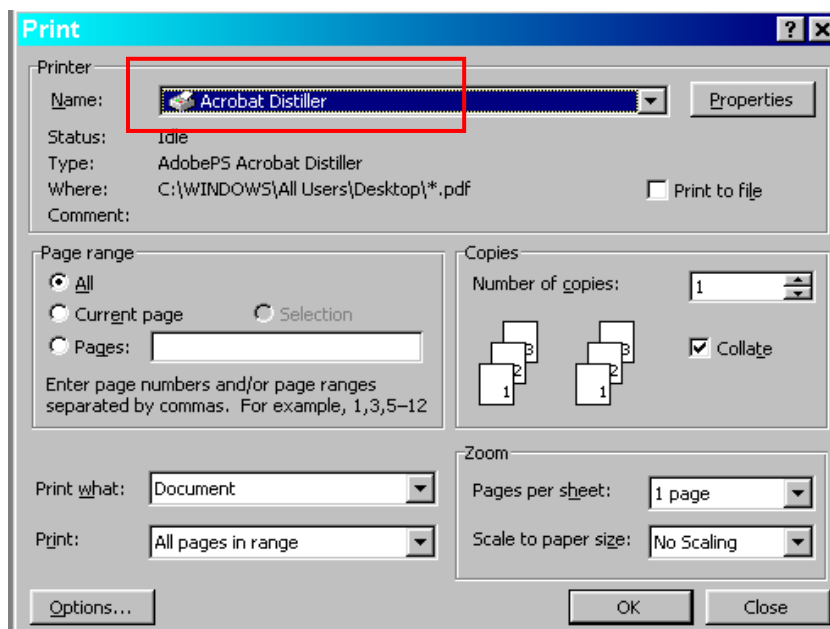
16-7c. Signing A Word Document With Multiple Signatures Using ApproveIt Form Tool (F) To Include Dates.

The dual process mentioned above with Forms can further be accomplished with MFRs or other document material.

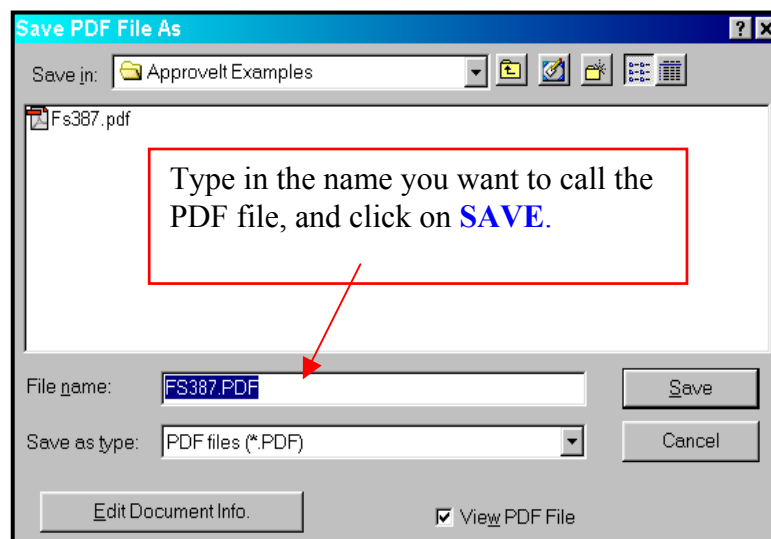
You must follow the instructions as described. Below is an example of using MS Word to generate multiple signatures on an MFR.

CSTE-DTC-WS-IO-MP	
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Missile Flight Safety Procedure # 387	
1. Enclosed is the Missile Flight Safety Procedure # 387 effective immediately.	
2. POC is Jim Sanders, 678-0211.	
For JIM L. DAVIS General Engineer NR Missile Flight Safety	
JOHN HANCOCK	Date
General Engineer	
NRO, Missile Flight Safety	
Comment:	
DAWN SMITH	Date
General Engineer	
NRO, Missile Flight Safety	
Comment:	
DISTRIBUTION:	
D	

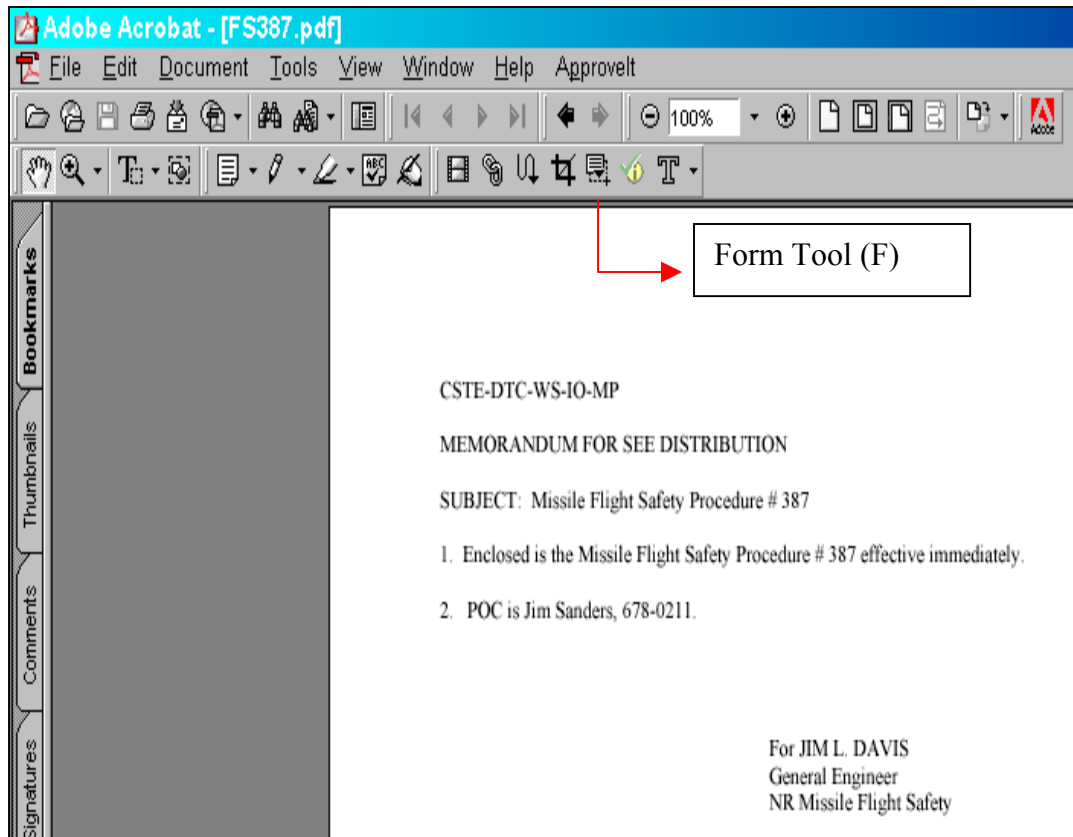
When the MFR is complete, and your signer's names have been added, you can then convert to PDF Writer by using the print command as on the earlier section. Select your printer name to **Acrobat PDF/Writer if you have Adobe 4.0 and Distiller if you have Adobe 5.0** instead of the LPT1. **Use Distiller if you have graphic files to include.** Dialog box will appear as follows:



Provide a file name for your PDF file that you create. Click **Save**.



The MFR document will be created in PDF, and is now ready for signature, date, and comments input.



Using the **Form Tool (F)**, draw a box over each area you will drop a signature, date, or comment into. Note that you will have three signatures working here. Each one will have a signature, date, and comment except for Jim L. Davis who will have only a signature and a date at the top of the form. You will set them up in sequential order like the following:

SIGNATURE1 DATE1
SIGNATURE2 DATE2 COMMENT2
SIGNATURE3 DATE3 COMMENT3

JIM L. DAVIS = SIGNATURE1, DATE1
JOHN HANCOCK = SIGNATURE2, DATE2, AND COMMENT2
DAWN SMITH = SIGNATURE3, DATE3, AND COMMENT3

First input signature will be Jim L. Davis. You will also set up a signature plate for Jim L. Davis, if he is not available. An alternate can sign for him. Before you convert the Word document to PDF, make sure that you place the “For” in front of the person’s name that the alternate will sign for.

The first item you must setup is the **DATE1** field, followed by the **SIGNATURE1** field. Using the Form Tool (F) icon, this process is easy to accomplish. As you work on each field, it will stay highlighted in red until you move on to the next field. Use the same process as you did earlier in the forms design for dropping in signatures and dates. The only difference in this exercise is that you will include a comment field.

The image shows a screenshot of a memorandum form. The text on the form is as follows:

CSTE-DTC-WS-IO-MP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Missile Flight Safety Procedure # 387

1. Enclosed is the Missile Flight Safety Procedure # 387 effective immediately.

2. POC is Jim Sanders, 678-0211.

At the bottom right, there is a signature block for JIM L. DAVIS, General Engineer, NR Missile Flight Safety. The fields **DATE1** and **SIGNATURE1** are highlighted with red boxes, indicating they are the current focus of the form design process.

Signature and date fields are easy to complete. It takes minutes. The only difference now is you will set up a “**COMMENT**” block. It will be used in the comment area of the MFR. In the comment block you will add a statement possibly like “**I do not concur or I do concur or whatever**”.

To set up the “Comment” block, drag your **Form Tool (F)** to the comment block. Notice there is no **COMMENT1**. There is no comment block in the first signature area. When the dialog box pops up, under Name type: **COMMENT2**. Under type click on **TEXT**. In the next comment area, you will type **COMMENT3**. It is important that you change the font type in the **Font** area to **Times Roman**, and **Pitch to 10, 11, or 12**. Doing this will adjust your font to the proper spacing.

The first block will have SIGNATURE1, DATE1.

The second block will have SIGNATURE2, DATE2, AND COMMENT2.

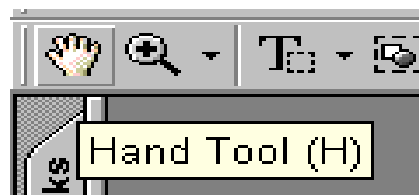
The third block will have SIGNATURE3, DATE3, AND COMMENT3.

Block 1 will have one signature, and date.

Block 2 will have a signature, date, and comment.

Block 3 will have a signature, date and comment.

CSTE-DTC-WS-IO-MP	<div>DATE1</div>
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Missile Flight Safety Procedure # 387	
1. Enclosed is the Missile Flight Safety Procedure # 387 effective immediately. 2. POC is Jim Sanders, 678-0211.	
	<div>SIGNATURE1</div> For JIM L. DAVIS General Engineer NR Missile Flight Safety
<div>SIGNATURE2</div> JOHN HANCOCK General Engineer NRO, Missile Flight Safety Comment: <div>COMMENT2</div>	<div>DATE2</div> Date
<div>SIGNATURE3</div> DAWN SMITH General Engineer NRO, Missile Flight Safety Comment: <div>COMMENT3</div>	<div>DATE3</div> Date
DISTRIBUTION: D	

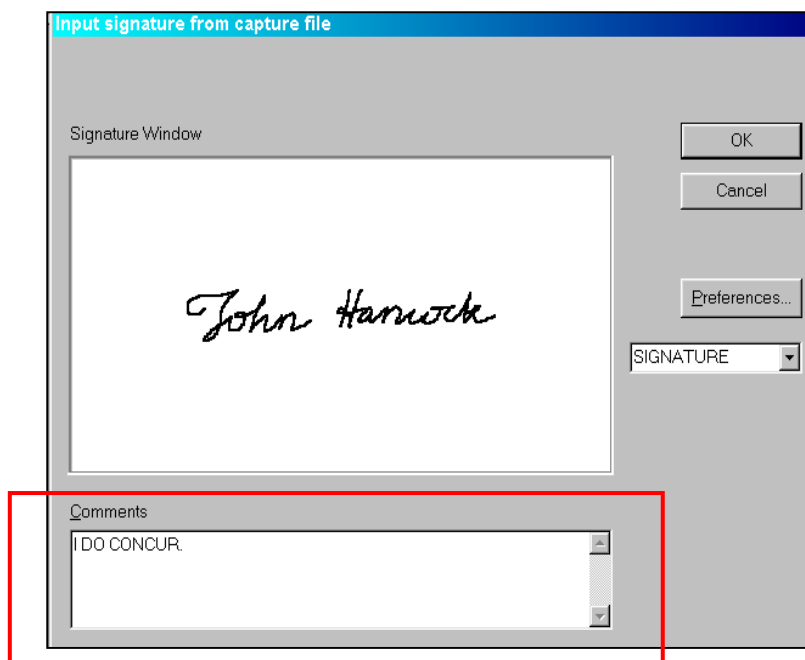


After this is completed, go to [Hand Tool \(H\) icon \(little glove\)](#) icon, and click. This will make the square field boxes invisible. You will need to do this before you start routing the document.

You are now ready to start routing and signing.

When the first person is ready to sign, they will click on **ApproveIt**. Click on **Approve**. The first signature we will use Mr. Forbes to sign for Mr. Jim L. Davis.

On Signature2, Mr. John Hancock will sign. When the dialog box opens displaying his signature after his password, in the COMMENTS block, type in “**I DO CONCUR**”. This will drop his signature, date, and comment into the appropriate area. An example screen is below for your viewing.



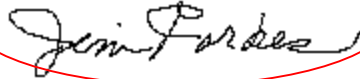
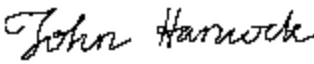
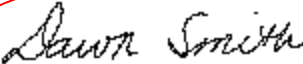
Dawn Smith will in addition to concur as above on the signature dialog box. When she clicks **OK**, her signature will drop into the form with her comments. In this case, everyone concurred. Any comment included in the **COMMENTS** block stays with the form for the life of the form.

The document could have contained even more signatures. All you have to do is follow the format protocol. You can do the same process saving the file in MS Word. The advantage of PDF is that you can bundle a large package with graphic pictures, and forward to anyone who has Adobe Reader for them to view, with signatures.

The process is clean, and easy after you have done a few trial runs.

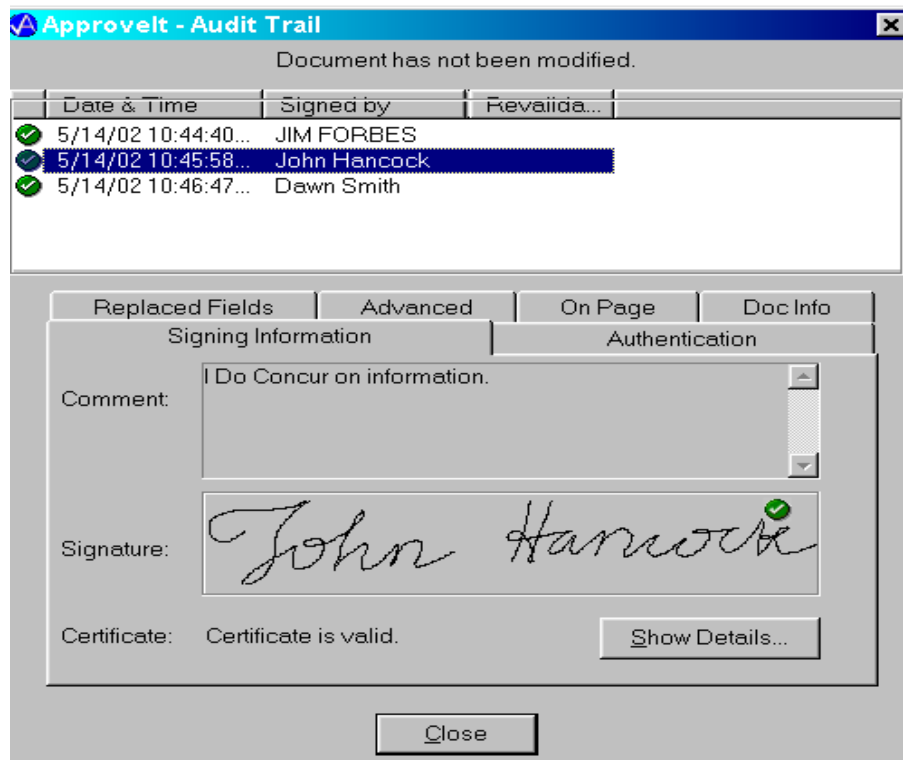
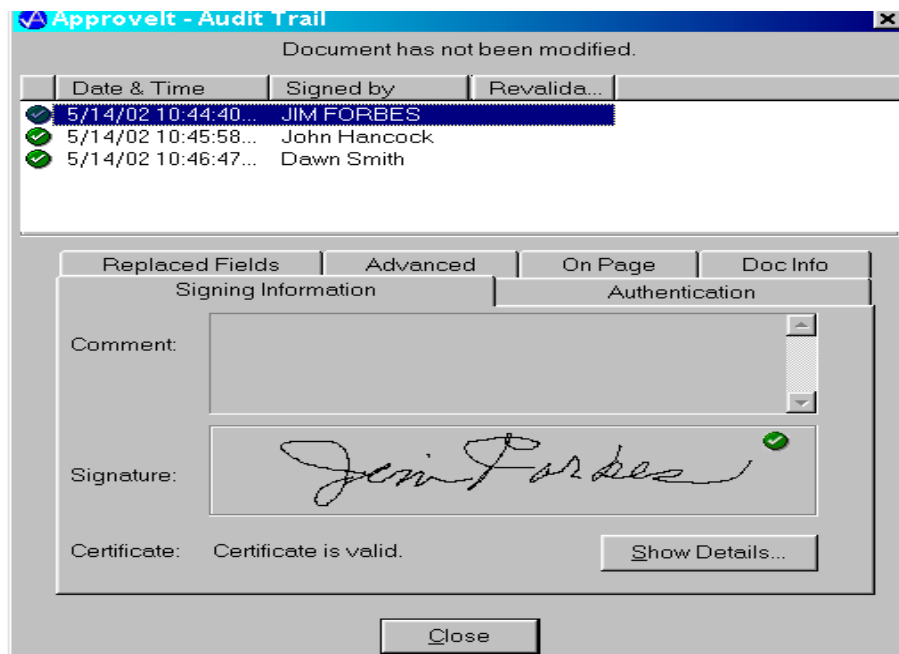
A sample of Final Product is displayed below. Those individuals in the field who do not have ApproveIt can use Adobe Acrobat Reader to view. They can only validate if they have ApproveIt on their desktop.

MS Word MFR Example Only

CSTE-DTC-WS-IO-MP	5/14/02 10:44
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: Missile Flight Safety Procedure # 387	
1. Enclosed is the Missile Flight Safety Procedure # 387 effective immediately.	
2. POC is Jim Sanders, 678-0211.	
	
For JIM L. DAVIS General Engineer NR Missile Flight Safety	
	5/14/02 10:45
JOHN HANCOCK	Date
General Engineer NRO, Missile Flight Safety	
Comment: <u>I Do Concur on information.</u>	
	5/14/02
DAWN SMITH	Date
General Engineer NRO, Missile Flight Safety	
Comment: <u>I Do concur with information.</u>	
DISTRIBUTION:	
D	

Printing the final output file takes seconds, and you see a clear physical signature on the hard copy.

By doing a Verify Approval, you can see if the document is valid, if it has been modified, or if certificates are included.



Audit trail on Dawn Smith, with information in Comment Block.

The screenshot shows the 'Approvelt - Audit Trail' window. At the top, it states 'Document has not been modified.' Below this is a table with columns: Date & Time, Signed by, and Revalida... The table contains three entries, all with green checkmarks in the first column:

Date & Time	Signed by	Revalida...
5/14/02 10:44:40...	JIM FORBES	
5/14/02 10:45:58...	John Hancock	
5/14/02 10:46:47...	Dawn Smith	

Below the table are tabs: Replaced Fields, Advanced, On Page, and Doc Info. The 'Advanced' tab is selected, showing 'Signing Information' and 'Authentication' sub-tabs. The 'Signing Information' sub-tab is active, displaying a 'Comment' field with the text 'I Do concur with information.' and a 'Signature' field with a handwritten signature 'Dawn Smith' and a green checkmark. Below the signature is a 'Certificate' field stating 'Certificate is valid.' and a 'Show Details...' button. At the bottom of the window is a 'Close' button.

The Signer Certificate of Dawn Smith displayed below, and status on her certificate. Mr. Forbes and Mr. Hancock also will have certificates.

The screenshot shows the 'Approvelt - Signer Certificate' window. It displays the 'Certificate Validity' section with a green checkmark and the text 'Certificate is valid'. Below this are four status items, each with a green checkmark:

- Certificate is not expired.
- Certificate's signature is valid.
- Certificate has not been revoked.
- Certificate issuer is trusted.

The 'X.509 Certificate' section contains the following details:

- Subject Common Name: Dawn Smith
- Issuer Common Name: Approvelt
- Serial Number: F00EDD9760002E8711D319E817140EC0
- Not Before: Jun 03, 1999
- Not After: Jun 03, 2009

The 'Signature Key' section shows:

- Size: 1024-bits
- Algorithm: RSA

At the bottom are 'OK' and 'Help' buttons.

The example above utilized incorporated the use of three signatures within Adobe, using field boxes to generate signature, date, or comment. The next example below incorporates the conversion of a document already signed in MS Word using ApproveIt, and then viewing the document in Adobe with the signature already present.

16-7d. How To Sign an MS Word Document with ApproveIt, Converting to Adobe, and E-mail to End-Users With Adobe.

Adobe and ApproveIt work efficiently together. The interface is flexible in generating a Word Document; signing the document in with ApproveIt in Word; converting the signed document into Adobe; then forwarding the signed document by e-mail to an end-user who does not have ApproveIt on their desktop, just Adobe Reader. With Reader, the end-user can view the completed document and signature input on their desktop screen, and print out a hard copy on demand.

The method is simple and generates outstanding results as if you had scanned the entire signed document. The quality is even better than using a fax. The technique generates value if you process several MFR's (Memo For Records) documents daily. All you have to do is convert your signed Word documents signed in ApproveIt to Adobe Acrobat Writer or Distiller. The conversion automatically brings over the full view of the document along with full view of signatures. It can-not be modified in Adobe, and the signatures stay intact with the document. You can transport the file to end-users in the field in [Portable Document File \(PDF\)](#) format. They only need [Adobe Reader](#) to read the file.

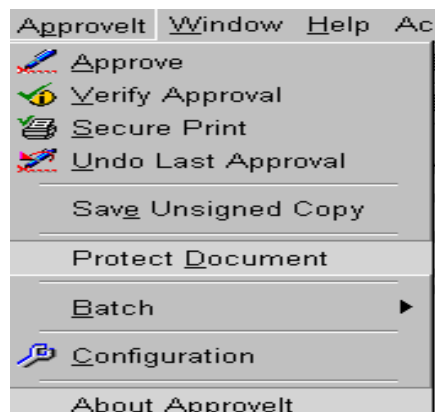
Step 1: Fill out your word document, and insert the **{SIGNATURE1}** phrase above the signees name.

Step 2: Go to [ApproveIt](#), Select [Approve](#). After you are prompted, type in your password. Click on **OK**, and your signature element will drop into the signature phrase.

Step 3: [Save your work](#).

Step 4: You are now ready to convert your word document over to Adobe Writer or Distiller to include your physical signature within the file.

Step 5: Go to [ApproveIt](#).
Click on [Secure Print](#).



Step 6: A print dialog box will appear with the default printer setting. You must change the printer setting to **PDF Writer or Distiller**. Click on **OK**. This will reset your default printer.

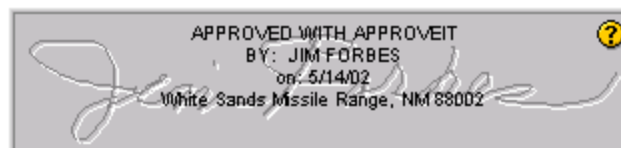
Step 7: You will be asked where you wish to save your work on the computer. A **“Save PDF File As”** dialog box will appear. Hit **Save**.

Step 8: The computer will now start to generate your Adobe file from Word to Adobe. The process will take about 20 seconds depending on the size of your file. The Adobe License and Log will appear on the screen along with the current version.



Your file will then open up in Adobe. So that you can see the difference between both files, below is the Word file after you signed it with ApproveIt, followed by the finished product of the MFR generated with the signature element of Mr. Jim Forbes.

Notice the Signature plate generated with ApproveIt. A cut-off view is displayed.



For MARIO M. CORREA
Director, Information Operations Dir

A better view of the Word Document is displayed.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY WHITE SANDS MISSILE RANGE
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

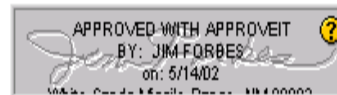
S: 22 Apr 02

CSTE-DTC-WS-IO (25)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: White Sands Pager Recall



1. The Directorate of Information Management will be conducting a physical inventory of all White Sands Government Pagers supported solely by the NASA Paging System effective 18 Mar 02 – 22 Apr 02. During this period, Government, Tenant, and Contractor personnel are required to physically present their current pager(s) to Production Control personnel at Building 1644 for the purpose of pager identification and inspection.
2. This action will provide Production Control with the opportunity to update their current records. Production Control point of contract will be Mr. Dave Sutton, 678-1831.
3. After 25 April 02, NASA will be provided a listing of non-identified pagers for deactivation.
4. This effort is necessary to update the Information Operations Directorate records and to provide better customer support to pager users that use the NASA Paging System at White Sands Missile Range.
5. POC for this action is Mr. C. A. Saenz, IO-MP, 678-1093.



For MARIO M. CORREA
Director, Information Operations Dir

DISTRIBUTION:
D, G, F

The final product in Adobe below provides the employee's physical signature along with the contents of the document. It is now ready to be sent to as many persons as desired for review and hard-copy print out (if desired).

	<p>DEPARTMENT OF THE ARMY U.S. ARMY WHITE SANDS MISSILE RANGE 100 Headquarters Avenue WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000</p>
REPLY TO ATTENTION OF	S: 22 Apr 02
CSTE-DTC-WS-IO (25)	
MEMORANDUM FOR SEE DISTRIBUTION	
SUBJECT: White Sands Pager Recall	
<p>1. The Directorate of Information Management will be conducting a physical inventory of all White Sands Government Pagers supported <u>solely</u> by the <u>NASA Paging System</u> effective 18 Mar 02 – 22 Apr 02. During this period, Government, Tenant, and Contractor personnel are required to physically present their current pager(s) to Production Control personnel at Building 1644 for the purpose of pager identification and inspection.</p> <p>2. This action will provide Production Control with the opportunity to update their current records. Production Control point of contact will be Mr. Dave Sutton, 678-1831.</p> <p>3. After 25 April 02, NASA will be provided a listing of non-identified pagers for deactivation.</p> <p>4. This effort is necessary to update the Information Operations Directorate records and to provide better customer support to pager users that use the NASA Paging System at White Sands Missile Range.</p> <p>5. POC for this action is Mr. C. A. Saenz, IO-MP, 678-1093.</p>	
 For MARIO M. CORREA Director, Information Operations Dir	
DISTRIBUTION: D, G, F	

Jim Forbes has signed for Mario Correa. You have that option to use the “For” command before you sign with ApproveIt.

16-7e. What are the techniques for signing with Adobe?

- a. By using the pencil pen inside adobe to sign by clicking on the left mouse, holding down, and drawing a box over your name element, then letting go of the mouse. This technique will convert the Word document using PDF Writer or Distiller. Do not use the ApproveIt Secure Print.
- b. By converting the Word, or Excel File will all the needed information into Adobe, then designing the Signature, Date, Comment blocks within the document to drop in information for single or multiple signatures. Do not use the ApproveIt Secure Print. Use PDF Writer or Distiller.
- c. By converting a signed Word Document with ApproveIt into Adobe using the [ApproveIt Secure Print](#), and viewing the physical signature element within seconds.
- d. By converting the AMEDD Form File will all the needed information into Adobe, then designing the Signature and Date blocks within the document to drop in information for single or multiple signatures. Do not use the ApproveIt Secure Print. Use PDF Writer or Distiller.

16-7f. Routing the PDF file to End-Users.

Some systems are configured so that you can hit the File command, and select “Send To Mail Recipient (As Attachment)” command. This feature will automatically open your mailer, and insert the PDF file for routing. You will then select the individual(s) you wish send the file in PDF format. When they receive the file, and open in [Adobe Acrobat Reader](#), they will be able to see the entire file, and print on demand with actual physical signature included. This technique is effective in producing electronic format with signatures relative to regulations, manuals, standard operating procedures, etc. with little or no effort.

If an individual already has Adobe Writer/Distiller, and ApproveIt on their desktop, they can validate signatures and obtain any modifications to the associated documents. If they do not have ApproveIt, they cannot validate physical signatures.

DOD PUBLIC KEY INTERFACE (PKI) DIGITAL SIGNATURES AND ESMIS



17.0 DOD PKI ELECTRONIC SIGNATURE INTEFACE

During the month of July 2002, DOD employees will be moving forward with a new program designed by SET-D in Washington, DC. It will impact each employee assigned to the Department of Defense (DOD). Each employee will be assigned a DOD certificate embedded into a Common Access Card (CAC) that will supply information about employee status with DOD. Each computer connected to a LAN line will be provided a smart card reader to read certificate information from the CAC. CAC cards will not be issued until late July or early August 2002 to WSMR employees. Deployment dates and timelines to be determined after July 2002. CPO will be responsible for designing and assigning the CAC cards to WSMR employees. There will be 100% accountability of the card issues. DOD will provide training on how to use the PKI system properly. It should be noted that it will be some time, maybe months, before all range personnel are fully assigned their CAC cards.

17-1. Background on DOD PKI Program.

On 6 May 1999, the Deputy Secretary of Defense issued a memorandum that encouraged widespread use of public key-enabled applications and provided specific guidelines for applying PKI services throughout the Department. The strategy to achieve the target DoD PKI is intrinsically linked to the overall DoD strategy for achieving information assurance (IA). The 12 August 2000 Deputy Secretary of Defense memorandum further defines these guidelines and replaces the memorandum of 6 May 1999. On 10 November 1999, the Deputy Secretary of Defense directed that the CAC be used as the DoD's primary platform for the PKI authentication token. The report submitted in compliance with the requirement in Section 374 of FY 2000 Defense Authorization Act (Public Law 106-65) requiring the evaluation of the option of using the smart card as the DoD's authentication token concludes the smart card is the most feasible, cost effective technology for the authentication mechanism to support the DoD PKI and to protect its critical information.

The DoD CAC will employ smart card and PKI technology. The CAC is the size of a credit card and contains an Integrated Circuit Chip (ICC) that is capable of storing a significant amount of data, has both read and write capabilities as well as a Personal Identification Number (PIN) selected by the cardholder. This PIN acts as a security code for the cardholder preventing others from fraudulently using the card. The CAC also contains a magnetic stripe, a Code 39 bar code, a two-dimensional PDF417 bar code, a color photograph and printed text. As DoD implements applications that use these automated technologies on the CAC, data can be added, modified, or removed from the card as needed. These cards will be used for visual identification, access to

buildings and controlled spaces, and access to DoD computer networks and systems. Eventually, users will be able to use their cards to send and receive secure e-mail messages and access secure Web sites. Additional component-specific uses may be added as well. Through RAPIDS version 6.0, one or more PKI certificates are stored on the CAC. Certificates contain user identity data, the validity period for the certificate, and the public key portion of the public/private key pair used in public key encryption. Managing keys and certificates through a PKI helps an organization establish and maintain a trustworthy network environment.

17-2. Who Will Be Issued a CAC?

With a few exceptions, all the members of these target populations will be issued a CAC:

Active Duty members.

Selected Reserve and National Guard members. This includes members in these categories who are on Active Duty. There may be some exceptional situations where members in other Reserve categories will receive a CAC, because they require an electronic card to gain physical access to controlled areas or logical access to government computers.

Civilian DoD employees, including Non-appropriated Fund (NAF) and Foreign National employees. Issuance of cards to foreign military will follow the same rules as those for Foreign National DoD employees.

Designated DoD contractors who require an electronic card to gain physical access to controlled areas or logical access to government computers.

The following populations will continue to be issued Teslin Uniformed Services identification and privilege cards, unless a CAC is issued for exceptional conditions, as noted in the preceding:

Reserve members who are in the Standby Reserve, Individual Ready Reserve, or the Inactive National Guard, i.e., components that are not classified as Selected Reserve. These members will receive a DD Form 2 (Reserve).

Designated DoD contractors who do not require an electronic card to gain physical access to controlled areas or logical access to government computers, but do require an ID card to conduct government business or a privilege card to access authorized DoD benefits. This mostly applies to contractors who are employed overseas or are considered emergency essential because they are likely to be assigned overseas, are serving overseas, or are employed at US installations where benefits are authorized locally. These individuals will receive DD Forms 2750 or 2764.

The following other populations will continue to receive the teslin Uniformed Services identification and privilege cards, as indicated, without exception:

Reservists not receiving a CAC will receive a DD Form 2 (Reserve).

Retirees with full retirement benefits receive a DD Form 2 (Retired).

Reserve retirees receive a DD Form 2 (Reserve Retired) until they reach age 60, at which time they qualify for full retirement benefits.

Family members of Active Duty, Reserve, and retired (with full retirement benefits) sponsors will receive DD Forms 1173 and 1173-1. While there are some exceptions, children below the age of 10 do not receive any cards.

17-3. What Is Public Key Infrastructure?

A Public Key Infrastructure (PKI) is a system of Certificate Authorities (CAs), Registration Authorities (RAs), directories, client applications and servers that model trust and allow for secure/encrypted electronic data transfers/transactions. Each person or entity (such as a server or individual) is issued one or more certificates by the CA, which are digital records that contain information, such as the entity's name and public key, and the signer's signature and data. Each CAC will contain a public and a private key specific to the cardholder. These keys can be used for data and e-mail encryption. Each person to receive a CAC will be issued an identity certificate, an e-mail encryption certificate, and a digital signature certificate to be used by applications that are part of the DoD PKI. The CA is a secure server that signs end-user certificates and publishes Certificate Revocation Lists (CRLs) for certificates that are no longer valid. Directories are secured and trusted repositories of information, usually collected during the registration process.

The DoD PKI plans to utilize RAPIDS workstations as Verifying Officer/Local Registration Authorities (VO/LRAs) to:

**Register DoD personnel who will receive the CAC with the CA.
Create and print the CAC.
Download certificates to the CAC.**

The RAPIDS workstation will also support revoking certificates, resetting a user's CAC PIN and updating information in DEERS. It is envisioned that the CAC will be used for applications, such as computer access, network access, e-mail encryption, web authentication, building access, digital signature, and other functions as PKI applications are developed and deployed by the DoD.

PKI is essential in supporting Public Law 103-355, the Federal Acquisition Streamlining Act of 1994, which requires the broad use of Electronic Commerce and Electronic Data Interchange (EDI) by Federal agencies. In his 1997 Management Reform Memorandum number 16, Deputy Secretary of Defense, Dr. John Hamre, directed the development of a DoD-wide PKI that supports information security. PKI provides the framework and services for the generation, production, distribution, control, and accounting of certificates. Certificates contain the user's identity and public key.

17-4. What is a Certificate Authority?

The DoD CA is a computer server that contains and automates the registration process using PKI technology. A certificate is a computer-generated record that ties a user's identification with the user's public key in a trusted bond. This trust is based on a registration process and is automated by the CA. The Secure Sockets Layer (SSL) session encrypts all communications between

DEERS/RAPIDS, and the CA. Public and private keys help ensure that the information transmitted between computers is secure.

Three types of servers support the DoD PKI:

Multiple Root CA servers authorize issuance of certificates to users in the DoD PKI.

A CA issues certificates to users.

A Directory server makes other users' public certificates available to PKI applications.

17-5. What are Certificates?

A certificate is a computer-generated digital record that ties a user's identity with the user's public key in a trusted bond. This trust is based on the individual's/entity's identity being verified then registered by the RA, and the certificates being created, signed, and issued by a trusted server known as the CA. As long as the trusted CA signs a certificate and the trusted CA's signature can be verified, any tampering with the certificate can easily be detected.

Three types of servers support the DoD PKI:

The DoD Root CA server authorizes subordinate CA servers to issue certificates to users in the DoD PKI. The DoD Root CA is the common point of trust for all certificates issued by the DoD PKI.

A CA creates, signs, and issues public key certificates to individuals/entities at the request of a RA. It posts certificate information to the Directory Server, maintains the CRL, and posts CRLs to the Directory Server.

A Directory Server stores the certificates containing public keys for all registered individuals/entities and makes these available to other individuals/entities that need to verify a certificate or use a public key for encryption.

17-6. How Will ApproveIt Interface with DOD PKI?

The ApproveIt application will utilize the 4.00 or higher format from the ApproveIt Signature Manager to interface with the DOD certificate when a document is opened, revealing that an ApproveIt signature element has been included with the e-mail package.

As individuals obtain the CAC cards, they will be required to re-initialize the electronic signatures at Building 1512, Room 119A, to the 4.00 format. Currently, CPS files are being captured at the 3.50 format, which does not contain certificate information. This is very important. With the 5.22 upgrade, DOD certificate interface is now possible.

In order to interface the ApproveIt 5.22 product with the DOD certificate, employees will utilize the smart card reader and CAC card to merge certificate information into the ApproveIt signature file. This methodology will be tested out at White Sands within the next four months. DOD tested this interface at Fort Huachuca last Nov 01, and found the process sound. Because of that testing, ApproveIt was certified as DOD PKI enabled. That relates to the software application

being acceptable for use with the new DOD PKI program. An update to the final testing at White Sands will be included as an addendum to ESMIS. The procedure will then be incorporated, and instructions distributed to employees.

17-7. What Does A Smart Card Reader Look like?

An example of the kind of smart card White Sands will be receiving is displayed below. When received, the Card Readers will be distributed to each organization, including tenants, at WSMR. Smart Card Readers can also be procured with the Keyboard version. The card reader will be used to extract information from the Common Access Card (CAC) electronically. Most readers will utilize the USB connectivity.



Example of Smart Card Reader

17-8. The Basic Methodology of the DOD PKI Concept.

An important fact must be disclosed about DOD PKI and ApproveIt Signature elements.

The DOD PKI digital and encrypted signature is invisible. It works only with the key-paired security of sending and receiving an e-mail message or embedded document. There is a security code hashing within the Private or Public keys upon encryption and decryption of an e-mail message. If the code does not match the key pairs, and the certificate is invalid, you cannot open the message. Once you do open the message, you will not see a physical signature within the document. The DOD PKI concept is securing all contents within the mailer, with integrity and assurance, but no physical signature.

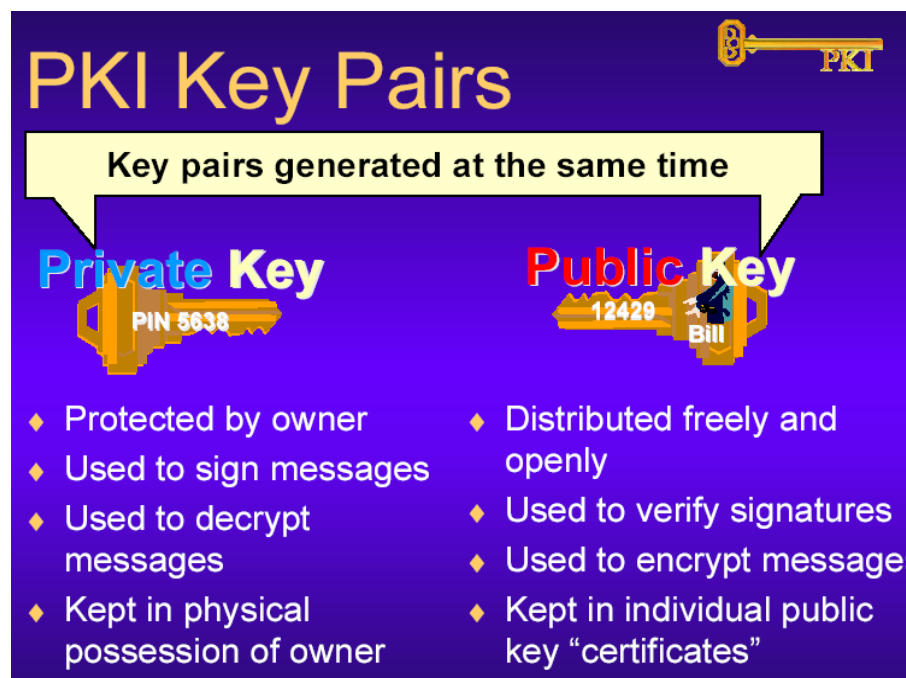
On the other hand, the ApproveIt digital and encrypted signature element basically attaches itself to a form or document before transmission. It is then transmitted with the document as a gray signature box with the date and name of the person who signed the document. It is a second layer of security within the DOD PKI environment. Upon validation with ApproveIt, the end user will see a physical signature, certificate information, and can print the document displaying a physical signature, if the requirements are met. The DOD PKI will provide only the //s// signature validation above the signature element, and can not validate the attached document has not been tampered with from person to person.

Thus, the initiator of a message uses his or her private key to secure the message before it is transmitted. A file or document is attached to the message with an ApproveIt signature; it is protected within the PKI message. When the intended recipient receives

the message, they use their key to match the public key encryption corresponding to the initiator. The message is validated with PKI, the contents within the message are opened, and validating precedes using ApproveIt. Valid Certificate information is displayed. If the ApproveIt software detects no modifications, then a hard copy with a physical signature is achievable.

It is White Sands goal to merge both concepts within NIPRNET, securing the signatures, and identifying trust in the documentation forwarded or received. At some point in time, DOD may implement a physical signature within their original concept as an alternative.

Below is a presentation of what key pairs can provide for the Private Key or the Public Key. Upon transmission of a message, both keys are generated to lock in the interface between sender and receiver.



Mailing correspondence electronically without the PKI provides no protection. The PKI concept enables a digital signature plus encryption capabilities. This is the DOD Plan for securing the transmission of electronic messages.

17-9. The Keyed Pairs.

By using the DOD PKI methodology, a document can be e-mailed to from one individual to another with a specified hashing code accompanied in the signed document. The receiver can only open the unique code with the corresponding key. Public key technology is often referred to as asymmetric or a two-key system. Each user has a pair of keys – the keys are not the same but match up in a unique way. One key is kept only by the user and is called the private key.

The other key is widely distributed and is called the [public key](#). These electronic key pairs provide users with two important capabilities. [The first is the ability to digitally sign a document.](#) [The second is the ability to encrypt and decrypt messages.](#) When digitally signing a document, the user's private key is used to sign it and their public key is used to verify the signature. When sending an encrypted message, the recipient's public key is used to encrypt the message. The recipient's private key is used to decrypt the message. Identity and Digital Signature private keys never leave the card. The E-mail Encryption private keys are generated off the card and escrowed by the Certificate Authority (CA). It is important for both the Common Access Card (CAC) recipient and the Verifying Officer (VO) to understand the importance of updating RAPIDS with the correct e-mail address. The e-mail address must actually match the address used on the server; otherwise, the certificates cannot be used.

Public and private keys help ensure that the information transmitted between computers is secure. Having the keys themselves are of no benefit, the user must have a PK-enabled application to make use of them. This provides:

Confidentiality or privacy: protecting data from anyone who is not authorized to review it.

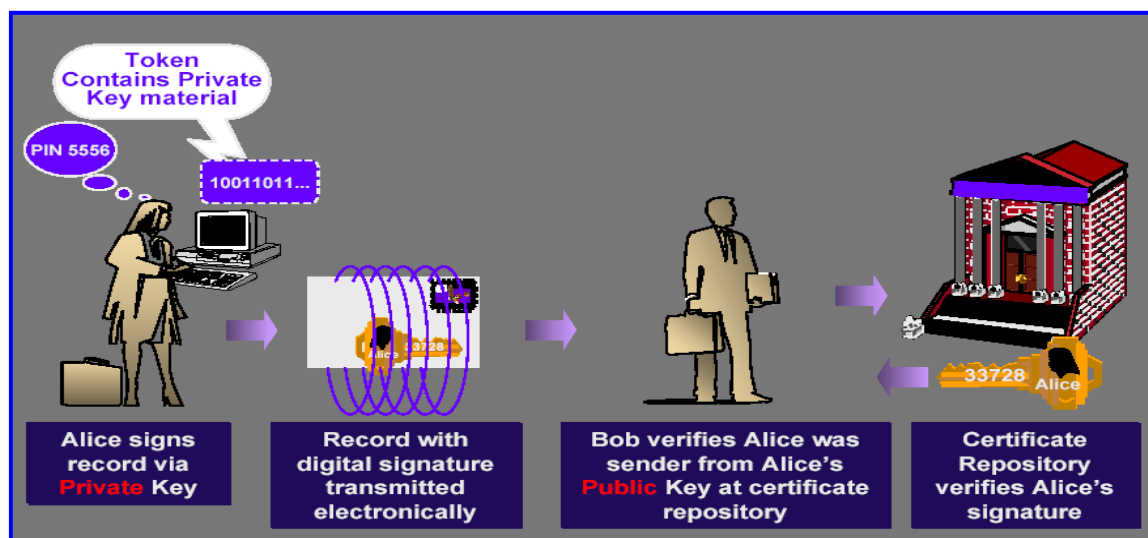
Integrity: protecting data from unauthorized modification during transmission, storage, and processing.

Identification and authentication: verifies that you are who you say you are.

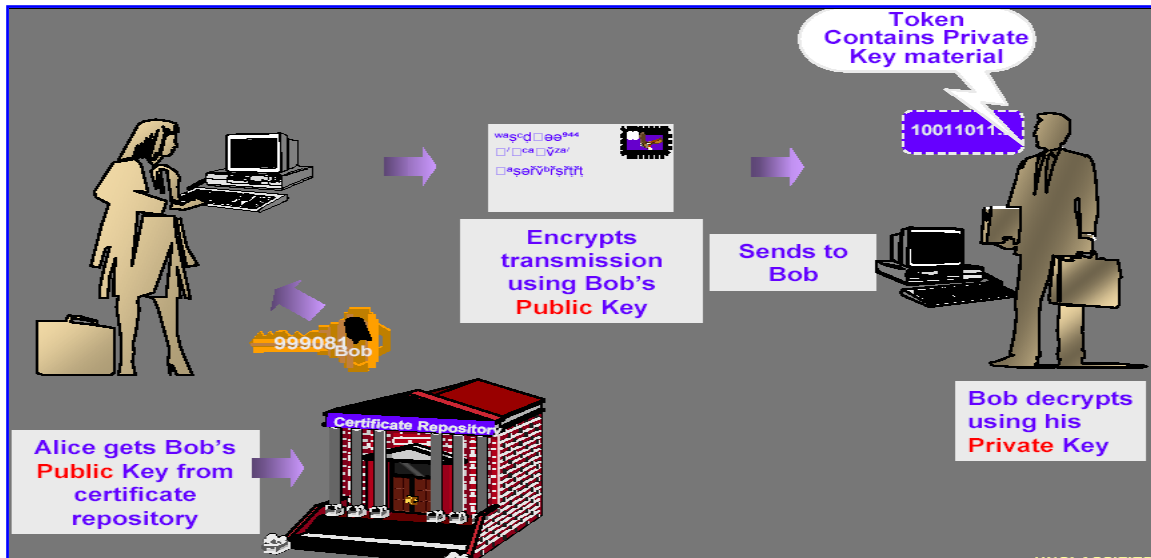
Non-repudiation: Because of the authentication, PKI prevents the e-mail sender from denying he or she sent the message. This is also the case when any document is signed with the individual's digital signature certificate. This is known as [non-repudiation](#).

It is imperative that each individual keeps their private key and the PIN on the CAC secure. Do not divulge the PIN to anyone.

17-10. The Flow In Transmission.



The illustration above shows Alice signing the record using her Private Key. The record with digital signature is transmitted electronically. The intended receiver, Bob, verifies that Alice is the sender from Alice's Public key at the certificate repository. The Certificate Repository then verifies or validates Alice's signature. Bob can then decrypt the message with his private key, And view the contents.



17-11. What Makes Up a Common Access Card?

The CAC differs from the standard Teslin Uniformed Services ID card in several ways. The CAC employs smart card and PKI technology. The CAC is made of plastic (polyvinyl chloride (PVC)) and contains an ICC with 32 kilobytes (KB) of memory storage. The standard (code 39) and two-dimensional (PDF417) bar codes contain demographic and card management information. Unlike the bar codes, the magnetic stripe and chip have the capability to update (erase and save) stored information. The magnetic stripe has the ability to store building access or financial information. The chip contains identification, demographic, card management, benefits, digital certificates, and other application-specific data. The digital certificates can be used to verify or authenticate the cardholder via a computer system or network, encrypt information, and sign digital documents, such as electronic mail.

The front of the CAC contains such information as Organization Seal, Branch of Service, Color Photograph, Personnel Category, Name, Rank and Pay Grade, Issue Date, Expiration Date, Card Type, Card Identification Information, Hologram, PDF417 Bar Code which contains DoD Electronic Data Interchange Person Identifier and Social Security Number information, and the ICC.

A Credit Card-Sized Device That May Hold:

- Integrated Circuit Chip (ICC)
- Magnetic Stripe
- Bar Codes
- Photo Identification
- Encryption and Authentication
- Biometrics
- Non-Contact Radio Frequency Transmitter

17-12. What Will The CAC Card Look Like?

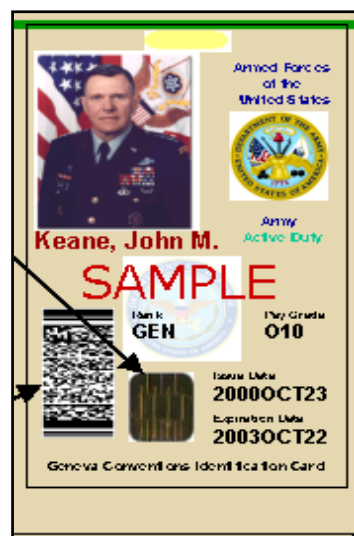
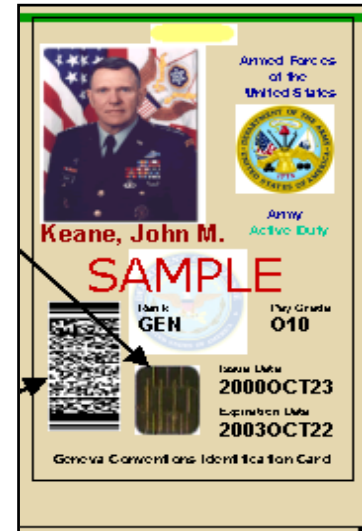
Integrated Circuit Chip Location:

- Army anticipates a 32K Chip.
- PKI Certificates will take 9.9K to 12.9K of the Chip.
- Future residual space for other functional and service applications.

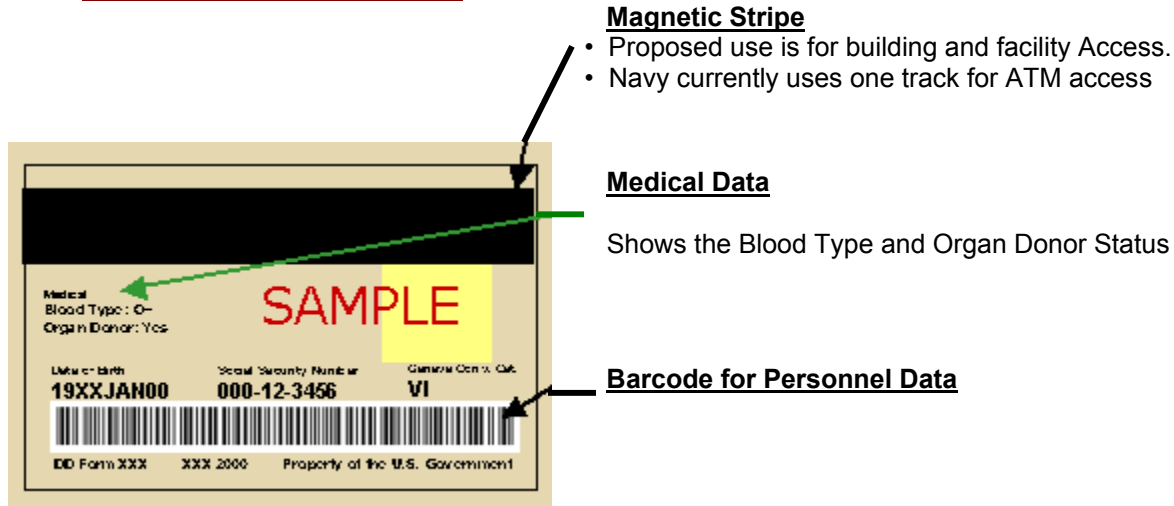
Barcode for Functional Applications

Current Uses Include:

- Army Food Management Information System (AFMIS) -- 3 sites
- USAREUR (Army/USAF) -- Motor Vehicle Registration -- 26 workstations
- USMC Flightline Access Control System -- 8 sites
- USAF Military Immunization Tracking System -- 26 workstations
- Little Creek Naval Station VOQ/BOQ Check-in -- 1 site



17-13. The Back of the CAC Card.



17-13. Process in Sending a DOD PKI Message.

- Open Microsoft Outlook (98 or 2000) and click the “**New**” mail message icon located on the upper left-hand corner of the menu bar.
- To choose a recipient, click the “**To**” button. This will open the Select Names window.
- To send a digitally signed message you may choose the recipients name from any address list. Choose the recipients name from any address list. Choose an address list from the **Show Names from the:** pull down menu in the right hand corner of the **Select Names** window. **The Global Address List** is chosen in our example.
- Double click on the recipient’s name. Click “**OK**” to close the address book.
- To send an encrypted message you must have the recipients Public Key certificate. The certificates are stored in the **Contacts** list. Use the **Show Names from the:** Pull down menu and choose “**Contacts**”. Double-click a recipients name. Click “**OK**” to close the address book.
- The recipient’s name appears in the **To...** box, type a subject and finish typing the main body of the message.
- As the writer of this message, you must decide how the message will be sent: encrypted or with a digital signature or both.

- h. If you added the PKI icons to your Toolbar:
 - Click the **envelope icon with the red seal** to Digitally Sign the message.
 - Click the **envelope icon with the blue lock** to Encrypt the message.
 - Click both icons to Digitally Sign AND Encrypt the message.
 - Click on “**Send**” to send the message to the recipient.
- i. If the PKI icons are not located in toolbar, click on the Options Button located in the **New Mail Message** window.
- j. To encrypt the message, in the Message Options dialog box, Message Settings, check the box next to “**Encrypt message contents and attachments**”. To digitally sign the message, check the box next to “**Add digital signature to outgoing message**.” To both digitally sign and encrypt the message, check both boxes. Press the “**Close**” button. The email message window is back in view.
- k. Click on “**Send**” to send the message to the recipient.
- l. If your CAC is in the card reader, and you have already logged in with your PIN, you will not be prompted for your PIN to send a signed message. However, if you have removed the CAC from the reader, the following message will appear indicating you need to reinsert your card in the reader. Please insert one of the following smart cards: ActivCard Gold (Schlumberger Cryptoflex 16K), ActivCard Gold, ...
- m. Insert your CAC into the reader. Wait for the following screen. A smart card has been selected. Press OK to continue. Click “**OK**”.
- n. A dialog box will appear requesting your PIN code: Enter your PIN and click “OK”. The email will then be sent to the recipient.

17-14. Receiving Digitally Signed and Encrypted messages.

- a. **Digitally** signed message is received from another PKI user will be indicated by the **Digital** Signature Icon (a **red** seal over an envelope) in the Outlook inbox.
- b. **Encrypted** message received from another PKI user will be indicated by the **Encrypted** icon (a **blue lock** symbol over an envelope) in the Outlook inbox. If you place your cursor on top of the envelope and try to open you will see a dialog message that “**Encrypted or encoded items cannot be shown in the Preview Pane. Open the message to read it.**”
- c. Highlight the Encrypted message by clicking on it. Notice that the Encrypted message does not appear in the preview pane. The contents will not be displayed until the item is opened with your CAC in the reader (Encrypted messages only).

- d. If your CAC is in the reader and you have already logged in with your PIN, you will not be prompted for your PIN to open an encrypted message. However, if you have removed the CAC from the reader, the following display will appear indicating you need to reinsert your card in the reader. Please insert one of the following smart cards: ActivCard Gold (Schlumberger Cryptoflex 16K), ActivCard Gold, ...
- e. Insert your CAC into the reader. Wait for the following screen. A smart card has been selected. Press **OK** to continue.
- f. Enter your **PIN code** and click "**OK**". You will now be able to view the contents of the encrypted message.
- g. Double-click on an Encrypted message to open it. Click the "**Encryption**" icon. This icon (symbolized by a **blue lock**) is located on the far right corner of the email message.
- h. A dialog block will appear called "**Encrypted Message**". It will contain an encryption algorithm with a number: Example 3DES, followed by **Encryption Certificate**. Click the "Encryption Certificate" button to open the **View Certificate** window. Click the "**OK**" button to close the View Certificate window.
- i. The View Certificate dialog box will contain certificate information about the person who is sending you the email. It will show who is was issued to, issued by DOD CLASS 3 CAC EMAIL CA, a Valid From a certain date to a final date. (You must have a private key that corresponds to this certificate).
- j. **To View A Digitally Signed Message:** click on the envelope that has a **red ribbon** over it. Notice you do not need to enter your PIN to open this message. Do not forget this. To the far right of the corner of the email, you will see a red ribbon icon. Click on this "**Digital Signature**" icon.
- k. The Digital Signature Window will appear. It will affirm if the message is valid. Contents will show if the signature is valid, if contents not altered after message was signed, if certificate has been revoked, if certificate has expired, and if certificate can be trusted.
- l. You can further view the certificate window by clicking on "**View Certificate**". The certificate will contain additional tabs with General information, details, certification path, and trust information.
- m. Once you are done, inside the Digital Signature Window, click "**OK**" to close the window.

17-15. Retrieving a Certificate from a Signed Message.

- a. Open Microsoft Outlook (98 or 2000). When a new-signed message is received, select the message and double-click to open it. Notice the red ribbon in the upper right hand corner.
- b. Go to the From: area, using your mouse, Right-click on the message sender name. Select “**Add to Contacts**” from the menu. Outlook will automatically create a new entry for you in the contacts area. You should be able to see the name and email address of the Sender. You will use this email address in future sends. Inside the Contact dialog box, click on the **Certificates** tab to view the certificate. Click on “**Save and Close**” to save and close the **Contacts** window.
- c. In some instances the Contact entry already exists. If it does, update the new information by selecting “Update New Information From This Contact To The Existing One. Click on “**OK**”. This action will setup a file of contacts for you to send encrypted email using the Contacts menu.

17-16. Retrieving a Public Key from the DOD PKI Directory.

- a. At sometime you may want to retrieve a persons certificate from a Global address server. To retrieve a **Class 3 Release 2 Certificate** from the Global directory, open your web browser and connect to either PKI home page:

<http://dodpki.c3pki.chamb.disa.mil> or <http://dodpki.c3pki.den.disa.mil>

Class 3, Release 1 Certificate

<http://ds-2-ent.den.disa.mil/ds/search>

On the left hand side of the web page, click on “**Search the Email Directory Server**”. Under the “**Standard Search**” tab, ensure that “**People**” is selected from the **Find** drop down menu. Type in the last name of the person you wish to receive the certificate for in the **Search for** field. Click on **Search** button. A listing of personnel under that last name will be displayed including name, ID, and Phone E-Mail. The directory will list all individuals the criteria listed in the search.

- b. Select your entry from the list and click on the highlighted name. Once the screen has loaded with the results of the search, review the information to ensure the certificate is for the correct person.
- c. If you are using Netscape, right-click on “**Download Certificate**”.
If you are using Internet Explorer, click on “**Download Certificate**”.
Choose “**Save Target As...**” Select Save this file to disk. Click on “**OK**”.
- c. Save the file to your Desktop as LastnameFirstInitial.cer. Click on “**Save**”.

Example: BowmanA.cer
When download is complete, click on “**Close**”.

- e. Under Contact Information, locate on the link for the email address located to the far right side. Example: abowman_mandentech@dms.belvoir.army.mil
- f. After clicking on this link, a new mail message opens. Right Click on the recipient name and select “**Add to Contacts.**”
- g. Fill out any additional information. Mandatory fields have been completed for you. Once complete, click on the **Certificates** tab. Select “**Import**” button.
- h. Go back to the desktop file, select the file you previously saved on your Desktop. Click “**Open**”.
- i. Under the contacts folder for your selected contact, next to Save and Close, you will see that the **Public Key** has now been imported. Click “**Save and Close**”.

17-18. Windows NT and Windows 2000 Network Login.

- a. The Network Login feature is configured during the CAC Registration process. The use of this feature will be determined by WSMR/DOIM/Unit policy.
- b. Normally, you will see a User Name, Password, and Domain display on the screen. Note: if the login screen displays the Password field instead of the PIN field, then:
 - 1) Verify that the smart card is inserted properly in the reader.
 - 2) When the login screen displays PIN field, enter your smart card PIN code.
- c. Insert your smart card into the reader (chip side up and chip first). **Turn on your machine.** A message will appear asking you to press **Ctrl, Alt, Del** to login. The Windows Logon windows will now appear. Once ActivCard Gold detects the smart card, the Password field automatically changes to PIN. Enter your smart card’s PIN code in the **PIN** field and click “**OK**”. After a few moments, you are logged into your network and your desktop displays.

17-19. Windows 98 Network Login.

- a. Insert your smart card into the reader (chip side up and chip first). **Turn on your machine.** A message will appear asking you to press **Ctrl, Alt, Del** to login. Press **Ctrl, Alt, Del.** The Windows Logon windows will now appear. Once ActivCard Gold detects the smart card, the Password field automatically changes to PIN. Enter your smart card’s PIN code in the **PIN** field and click “**OK**”. After a few moments, you are logged into your network and your desktop displays.

17-20. Logging On To A PK-Enabled Website.

- a. Start Internet Explorer or Netscape and connect to a PK-Enabled Website. Example: <https://setdweb.belvoir.army.mil>
- b. Click on the “**SET-D PK-enabled Version**” button.
- c. Highlight your ID Certificate. Typically, your ID Certificate is listed last. To double-check, click on “**View Certificate**”, and examine the Issued by: field. It should say “**DOD CLASS 3 CAC CA.**” Click on “**OK**”.
- d. If your CAC is already inserted into the card reader, you will be prompted to enter your **PIN**. Enter the PIN and click “**OK**”. However, if you have removed the CAC from the reader, the following display will appear indicating you need to reinsert your card in the reader. Please insert one of the following smart cards: ActivCard Gold (Schlumberger Cryptoflex 16K), ActivCard Gold, ... When the screen changes, click “**OK**” to continue. Enter your PIN at the prompt. Click “**OK**” to continue.
- d. If the PIN is correct, access to the web site will be granted.

17-21. Responsibilities of the DOIM.

The DOIM holds a key position within the DoD PKI structure. The DOIM is the highest level in the Information Systems hierarchy within an installation. The main responsibilities of the DOIM are as follows:

**Distribution of Card Readers and Middleware to Units.
Instructional classes for IMOs/SAs on:**

- ✓ **Installation of Card Readers and Middleware.**
- ✓ **Setup and configuration of the email client.**
- ✓ **Registering of Certificates.**
- ✓ **Use of PKI Certificates for signing and encrypting email.**
- ✓ **Distribution of Training Materials.**
- ✓ **Troubleshooting Card Reader and Middleware problems, secure email problems and determining next level of support.**
- ✓ **Augmented Infrastructure.**

17-22. Responsibilities of the IMO (Information Management Officer)

The IMO is the person that will have the most contact with PKI users. The IMO is also the first resource for PKI users for distribution, installation and troubleshooting for specific aspects of the PKI infrastructure. The main responsibilities of the IMO are as follows:

- ✓ **Installation of Card Readers and Middleware throughout the IMO’s organization.**

- ✓ Installing and Configuring email clients for signing and encrypting email.
- ✓ Installation of Certificates for signing and encrypting email.
- ✓ Short Instructional Lessons.
- ✓ Troubleshooting and determination of next level of support.

17-23. Responsibilities of the CAC Card Recipient.

Following are the responsibilities of the CAC cardholder:

- ✓ Use certificates and private keys only for official purposes.
- ✓ Protect your private key from unauthorized use.
- ✓ Protect it as you would your bankcard.
- ✓ Report any loss or compromise of your private key to the RAPIDS issuing facility.
- ✓ Comply with any policies established by the RAPIDS issuing facility.

17-24. System Requirements for DOD PKI.

There are three different Operating System (OS) platforms that have been tested with the DoD PKI infrastructure. A computer's Operating System will provide the basis for all hardware and middleware that will be utilized for the DoD PKI implementation. The OS platforms are typical of those that would be in use at any given fielding site.

The OS platforms are:

- ✓ **Windows 98.**
- ✓ **Windows NT 4.0 with SP6.**
- ✓ **Windows 2000 Professional.**

There may be variations in the setup and installation of specific card readers and middleware depending on the OS in use at a particular site.

Windows 2000 & NT Platform Installation:

An installer must be logged in as an **ADMINISTRATOR** in order to successfully install Card Readers and Middleware on Windows 2000 and NT Platforms.

17-25. Applications for PKI.

Specific applications need to be installed and configured on a workstation to support the interoperability of all aspects of the PKI infrastructure. These will include applications for email services and web browsing.

Email Services:

Microsoft Outlook 98 2nd Edition or Outlook 2000

Web Browsers:

Microsoft Internet Explorer 5.0 with 128-bit encryption.
Netscape Communicator 4.77 with 128-bit encryption.

If the Web Browser installed on your machine does not have 128-bit encryption, download the latest version from the websites listed below:

For Internet Explorer: www.microsoft.com/downloads
For Netscape Communicator: www.netscape.com

Card Reader Software Requirements: [ActivCard Gold](#) for CAC Version 2.0.1 or higher

17-26. Army PKI Help Desk Information.

If you need assistance with DOD PKI information, please contact Carl Saenz, 678-1093, IOD-MP, before inquiring information on the commercial phones blow. You will be provided information as quickly as possible to answer your questions or concerns.

Commercial Phone: (703) 769-4499
DSN: 327-4004
Hours: 0700 –1700 EST (M-F)

18-0. CUSTOMER SUPPORT.

18-1. Who Do I Contact For ESMIS Support?

The following program personnel are authorized to load the ESMIS on your desktop. If you need assistance in your directorate, please contact them.

DIRECTORATE	PHONE
SYSTEM TEST & ASSESSMENT DIR	679-6640
COMMUNITY ACTIVITY AND HOUSING	678-4220
OFFICE OF THE CG COMMAND GROUP	678-4220
OFFICE OF THE GARRISON COMMANDER	678-4220
OFFICE OF THE TEST COMMANDER	678-4220
EPG, FORT HUACHUCA, ARIZONA	8-879-4883
ENVIRONMENT & SAFETY DIR	678-4220
INFORMATION OPERATIONS DIR	678-1093
INSTALLATION SUPPORT DIR	678-4220
LAW ENFORCEMENT AND SECURITY DIR	678-1393
MATERIAL TEST DIR	678-5040
NATIONAL RANGE OPERATIONS DIR	678-4220
RESOURCE MANAGEMENT DIR	678-4220
TECHNOLOGY & DEVELOPMENT DIR	678-4220
WORKFORCE OPERATIONS DIR	678-6463
AMC ACQUISITION CENTER WS DIVISION	678-7308
Electronic Signature Forms Design:	
UNITEC Inc.	678-3166
Trouble Desk Assistance for ESMIS	678-4220

Personnel are subject to change.

All personnel under the ESMIS program will be identified within the IOD ESMIS database maintained by IOD-RP. The database will contain information on the employee as to name, title, assigned directorate, office symbol, building number, room number, and phone number.

18-2. Training.

Training on ESMIS is currently available for White Sands and EPG personnel. Training is also available for agencies outside WSMR upon request. The ESMIS program has gained momentum and popularity at White Sands, specifically in the electronic signature technology. Training dates are published by the Education Center, Bldg 464. The training program has been with success, and with the long-term commitment to educate and inform WSMR and Contractor personnel on the added value and benefits of the program. The ESMIS software is **on-line** via the IO-D server, and accessible on demand. At this time, Adobe Acrobat is not on-line. It can be acquired separately through IOD channels. The **ESMIS User Manual** has been supplied in PDF format to save on paper via the server. Addendums are also provided if the manual is updated. Current user manual URL site is:

http://www.wsmr.army.mil/NewWSMR/Entrance/Publications/ESMIS_Page/esmis_page.html

Training for DOD PKI will be conducted during the 4th quarter of FY02. WSMR personnel will be notified of scheduled process.

Questions regarding ESMIS, demos, DOD PKI should be directed to Mr. Carl A. Saenz, CSTE-DTC-WS-IOD-MP, 678-1093, Building 1401, or e-mail to saenzc@wsmr.army.mil.

18-3. ESMIS Future and DOD PKI.

The future of the Electronic Signature Management Information System (ESMIS) program and the DOD PKI CAC system at White Sands Missile Range projects a positive mode of operation. ApproveIt 5.22 was tested and certified by the Joint Interoperability Test Command (JITC) at Fort Huachuca late Nov 2001, as DOD PKI compliant. AMEDD has improved their product to include the latest FormFlow 2.23.2 version. AMEDD is working to expand their electronic form support system to a possible web site version with signature capabilities in the near future. ESMIS will continue to upgrade in order to keep up with changing times and forms development. As software updates are released, the ESMIS User manual will be updated to reflect the new changes for the end user to incorporate into their daily document processes.

The ESMIS program is all about improving the quality of business processing within the range, and improving the quality by which we process our needs. It is an assertive move to streamline our business practices within the paper-less environment. It is a move to process paper transactions in a more effective and efficient manner. To focus on creating a state-of-the-art bridge to the e-commerce, e-signature, e-business environment, and thus, a brighter future for White Sands Missile Range. ESMIS is a powerful economic

resource for all to share within the business infrastructure. A management tool for the future needs of WSMR.

19-0. REFERENCE CHARTS OR MATERIAL:

Reference material or charts incorporated into the ESMIS manual were acquired from several sources. This was done in order to reflect the best possible explanation of what the new electronic signature technology benefits will allow utilizing such applications, thus providing a more efficient and effective business-processing environment.

The designer of this manual acknowledges the dedicated and professional ethics by the following Government and commercial entities on moving forward with the new technology and security associated within:

- a. Army Material Command (Designers and Programmers of AMEDD Forms Support System)
- b. Silanis Technologies (Designers, Field Engineers, and Representatives of ApproveIt Signature Software Application)
- c. SET-D, Fort Belvoir, VA (Designers, SET-D Help Desk, and PKI Advocates of the DOD PKI Initiative)
- d. DOIM, Fort Belvoir, VA (Support Programmers of the E-Signature Concept)

In Conclusion: The ESMIS manual was designed to help all personnel at White Sands, higher headquarters, and any other agency outside the range, with a tool that will help expedite the daily electronic flow of documents or forms in a more manageable, quick, and professional manner. The ESMIS program was adopted and awarded via Army Ideas for Excellence Program (AIEP) WSMR #009-99, in Nov 2001. White Sands interaction with Army Medical Command (AMEDD), utilizing the electronic front engine, have made physical electronic signature capabilities a reality for White Sands. Because of the teamwork, Army Medical Command has customized the front engine to appear as a White Sands designed program. ESMIS is a very powerful tool that along with Adobe Writer, any form, document, or drawing can be electronically signed.